HP SureStore CD-Writer Plus User's Guide

for your internal drive

Hewlett-Packard Company, 800 S. Taft Ave., Loveland, CO 80537

C4380-90100

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Product Certifications

UL, cUL, TÜV, CEBEC, CE, C-Tick, meets or exceeds FCC Class B Requirements
Laser: CDRH

Laser Safety

This unit employs a laser. Do not remove the cover or attempt to service this device when connected due to the possibility of eye damage.

Laser-Sicherheit

In das Gerät ist ein Laser eingebaut. Nehmen Sie die Abdeckung nicht ab und versuchen Sie nicht, das Gerät zu reparieren, solange es angeschlossen ist. Es besteht die Gefahr einer Augenverletzung.

CAUTION

Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous laser radiation exposure.

WARNUNG

Die Vornahme von Regelungen oder Einstellungen oder die Durchführung von Verfahren, die nicht in diesem Dokument angegeben sind, kann eine gefährliche Einwirkung von Laserstrahlung zur Folge haben.

Class 1 Laser Product
Klass 1 Laserapparat
Luokan 1 Laserlaite
Klasse 1 Laser-Produkt

CAUTION: Invisible laser radiation when open. Avoid exposure to beam.

VARNING: Osynlig laserstrålning när denna del är öppnad. Betrakta ej strålen.

VARO! Avattaessa olet alttiina näkymättömälle lasersäteilylle. Älä katso säteeseen.

VORSICHT: Unsichtbare Laserstrahlung wenn Abdeckung geöffnet. Nicht dem Strahl aussetzen.

Laser

Type: Semiconductor laser GaAlAs

Wave length: 775~795 nm (at 25°C)

Output power: 2.5 mW (read), 35 mW (write)

Beam divergence: 60 degrees

Notice

Europe: This drive shall be installed only with an EN60950 (IEC950) approved Power supply.

USA/Canada: This drive is for use only with IBM compatible UL listed personal computers, weighing less than 18 kg.

Federal Communications Commission R.F. Interference Statement

WARNING: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

CAUTION: Changes or modifications to this equipment not expressly approved by Hewlett-Packard could result in violation of Part 15 of the FCC rules.

DECLARATION OF CONFORMITY
according to ISO/IEC Guide 22 and EN 45014

Manufacturer's Name:	Hewlett-Packard Company Colorado Memory Systems Division
Manufacturer's Address:	800 S. Taft Ave. Loveland, Colorado 80537
declares that the product:	
Product Name:	HP SureStore CD-Writer Plus 7200i
Product Number:	C4380A
Product Options:	All
conforms to the following Product Specifications:	
	EN60950 A3:1995 EN60825-1:1994
Safety:	
	CISPR 22:1993/EN 55022:1994 Class B EN 50082-1:1992
EMC:	IEC 801-2:1991 - 4kV CD, 8kV AD IEC 801-3:1984 - 3V/m IEC 801-4:1988 1kV Power Lines 0.5kV Signal Lines ENV 50140:1993 - 3V/m FCC Part 15 Class B AS/NZS 3548: 1995
Supplementary Information	
The product herewith complies with the requirements of the EMC Directive 89/336/EEC and carries the "CE" mark accordingly.	
February 01, 1998	**Richard Spangler, Quality Manager**

European contact: Your local Hewlett-Packard Sales and Service Office or Hewlett-Packard GmbH, Department HQ-TRE, Herrenberger Straβe 130, D-71034 Böblingen (FAX: +49-7031-143143).

FCC Declaration of Conformity

According to 47CFR, Parts 2 and 15, Class B Computer Peripherals:
This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference (2) this device must accept any interference received including interference that may cause undesired operations. This applies to all product options.

Hewlett-Packard Company
Colorado Memory Systems Division
800 S. Taft Ave.
Loveland, Colorado 80537
USA
Telephone 970-635-1500

February 1, 1998
Richard M. Spangler, Quality Manager

Canadian Standards Association Information Statement

INSTRUCTION TO USER:

WARNING: This component is only considered to be approved when installed in CSA certified equipment evaluated to the standards C22.2 No. 220-M1986 or C22.2 No. 950-M89. The operator accessibility into the end use enclosure is defined with strict accordance in the operator's manual for the installation of components into the equipment.

Korean RRL Statement

사용자 안내문 (B급 기기)

이 기기는 비업무용으로 전자파장해검정을 받은 기기로서, 주거지역은 물론 모든 지역에서 사용할 수 있읍니다.

Copyright notice for Denmark:

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Copyright ved brug af CD-Writer 7100i/e enheder solgt i Danmark

I henhold til gældende dansk lov om ophavsret er det forbudt at foretage digital kopiering af et digitalt værk. CD-RW brænderen må derfor IKKE anvendes til at kopiere en musik-CD. CD-RW brænderen må desuden kun benyttes til at kopiere et digitalt EDB-program, når en sådan kopiering tjener til at fremstille et sikkerhedseksemplar af programmet eller hvor kopiering er nødvendig, for at programmet kan anvendes efter dets formål. Hvis De selv har ophavsretten til værket, har De også retten til at foretage digital kopiering med CD-RW brænderen.

Hewlett-Packard Limited Warranty Statement

HP SureStore CD-Writer Plus Drive
DURATION OF LIMITED WARRANTY Hardware - 1 year Software - 90 days

1. HP warrants to you, the end-user customer, that HP hardware, accessories and supplies will be free from defects in materials and workmanship after the date of purchase, for the period specified above. If HP receives notice of such defects during the warranty period, HP will, at its option, either repair or replace products which prove to be defective. Replacement products may be either new or like-new.

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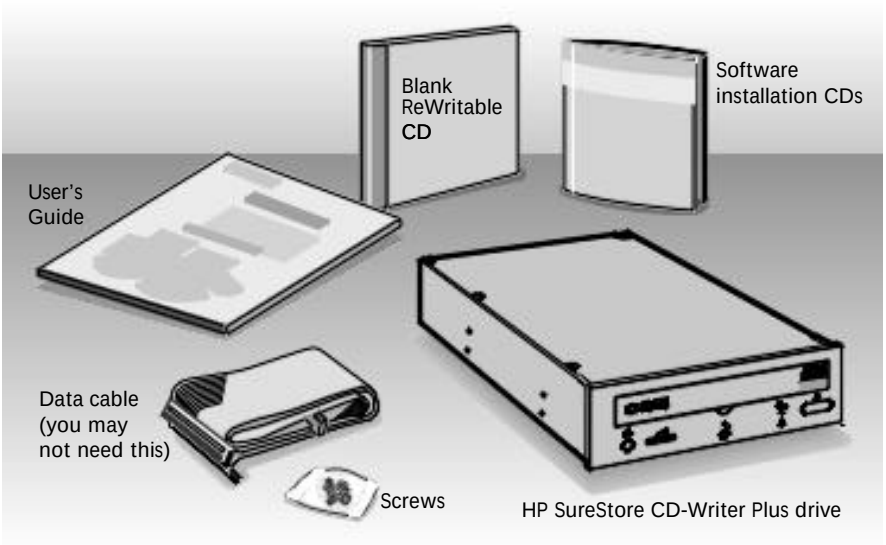
Chapter 1:
Installing CD-Writer Plus and Software

What's in the Package

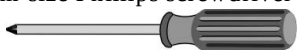
Make sure you have the items shown below. (Keep the packaging in case you need to transport the CD-Writer Plus drive.)



Tools You'll Need

Locate the following items, before you begin to install the drive:

- A medium-size Phillips screwdriver



- Your computer system's manual (you may need to look up information about the location of your IDE controllers).

Getting an Install Recommendation

CD-Writer Plus's installation program will analyze your computer and make a recommendation about how to connect the CD-Writer Plus hardware that is specific to your computer. Getting this install recommendation is the first step in installing your CD-Writer Plus.

1. Insert the CD labeled "Software Disc 1" into your CD-ROM drive (not the CD-Writer Plus drive). The main menu appears:

If the main menu does not appear automatically, click on the **Start** button on the task bar, select **Run**, type `D:\SETUP` (where D: is your CD drive's letter), then click on **OK**.

If your computer does not have a CD-ROM drive, see “If your computer does not have a CD-ROM drive:” on page A-1.

2. Click on the **Install CD-Writer Plus** icon. Follow the instructions on the screen.

3. When the CD-Writer Plus Install Recommendation screen appears, click **Print.** Or, if you don’t have a printer, copy down the information. You’ll need this information in the next section.

Installing the Hardware

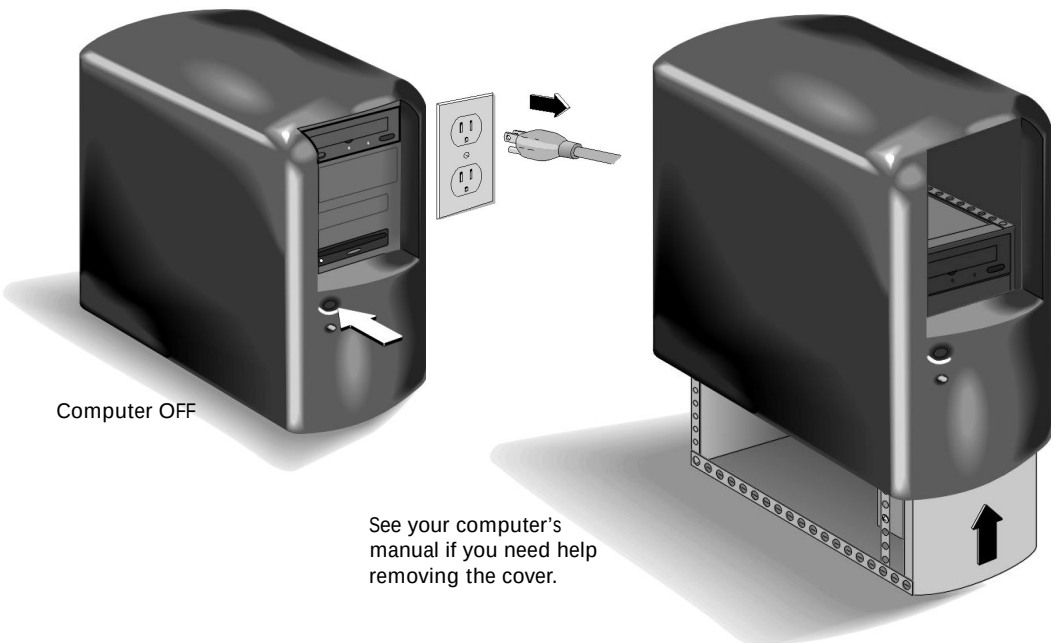
CAUTION: The discharge of static electricity can damage electronic circuitry. You can avoid static discharge by touching a grounded metal object such as your computer’s case before and during installation of hardware inside your computer or by wearing a grounding strap.

1. After getting the Install Recommendation (see previous section) you will be prompted to shutdown Windows and turn OFF your computer, monitor, and other devices.

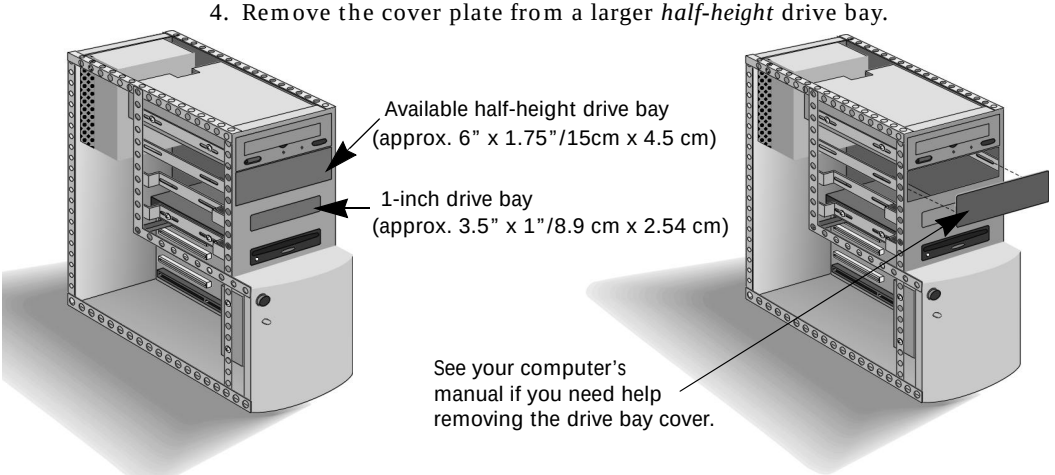
2. Unplug the power cords from the wall outlet or from the power strip, if you use one. (The power plug and outlet may look different in your country.)

3. Remove the cover from your computer

CAUTION: Be careful of any sharp edges that may be present inside your computer.



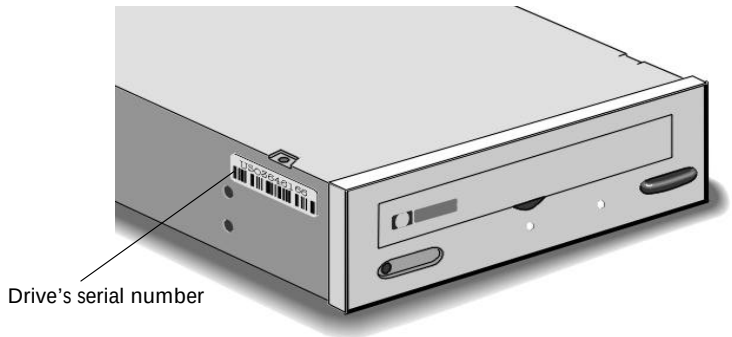
4. Remove the cover plate from a larger *half-height* drive bay.


Available half-height drive bay (approx. 6" x 1.75"/15cm x 4.5 cm)
1-inch drive bay (approx. 3.5" x 1"/8.9 cm x 2.54 cm)
See your computer's manual if you need help removing the drive bay cover.

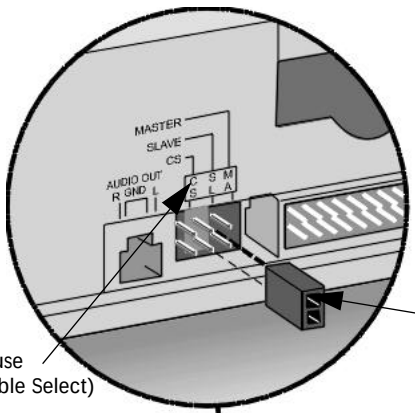
TIP: Keep any mounting hardware such as rails. You will need it for securing the drive into the bay in step 8.

5. Write down the CD-Writer Plus's serial number in the space below. The serial number is on the main label on the top of the drive .

Serial number:	



6. *Refer to the Install Recommendation Printout (see page 1-2).* Find the section labeled JUMPER SETTING? Set the jumper as advised.



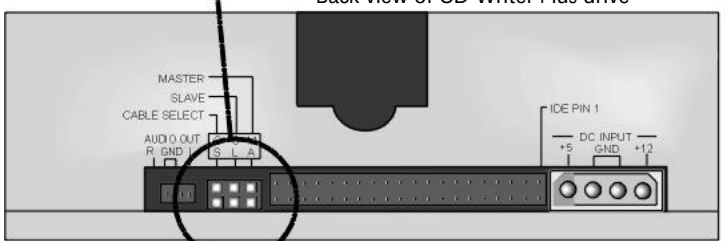
Slave

Check the back of the new drive and make sure the jumper is on the **center** location (Slave-SL).

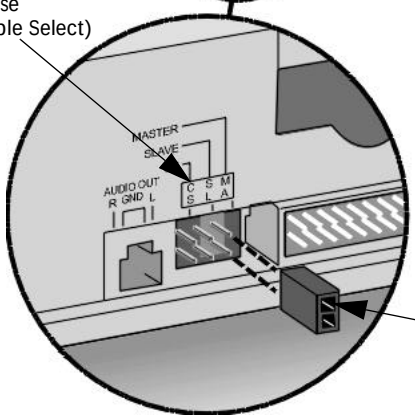
This is a jumper.

Don't use
CS (Cable Select)

Back view of CD-Writer Plus drive



Don't use
CS (Cable Select)



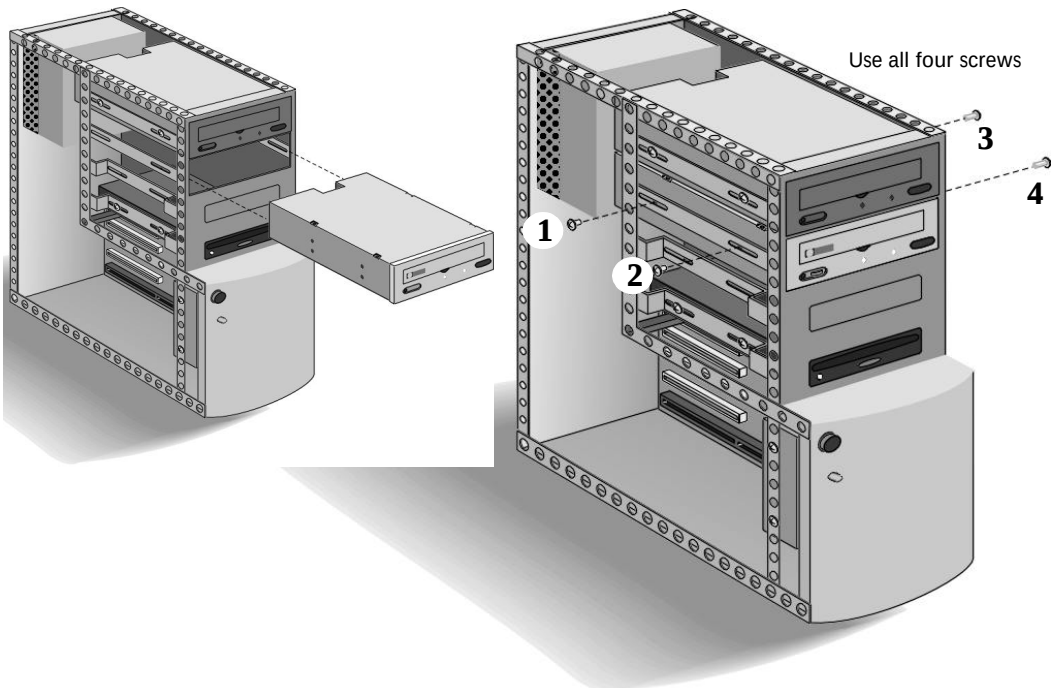
or Master

Check the back of the new drive and make sure the jumper is on the **right-hand** location (Master-MA).

This is a jumper.

7. Insert the drive into the drive bay. Be careful not to dislodge any cables inside your computer as you do this.

WARNING: The drive requires a secure fit. If there is a gap of 1/8 inch (3.2 mm) or more on either side of the drive, you will not be able to secure it. In this case, obtain and attach "rails" from your computer manufacturer before inserting the drive. (You may already have what you need from step 4.)



8. If there is not much room around the back of the CD-Writer Plus drive, it may be better to wait until after step 13 to complete this step.

   Secure the drive into the bay, using the screws included with your drive or any M3x0.5x6mm metric screw.

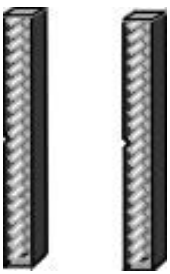
   The screws electrically ground the drive.

9. *Refer to the Install Recommendation Printout (see page 1-2).* Find the section labeled WHICH IDE CONTROLLER?

TIP: If the Install Recommendation states that your CD-Writer Plus drive will share the data cable with another device (such as your CD-ROM), simply follow the cable already attached to that device down to the circuit board in order to locate the IDE controller that you need. If you find an extra connector along that cable, in the next step, simply attach the CD-Writer Plus drive to that cable. Go to step 10 now.

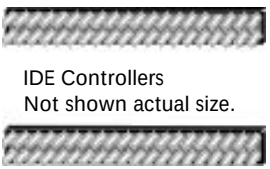
Inside your computer, locate the recommended 40-pin IDE controller that will be used by the CD-Writer Plus.

IDE controllers are usually found in pairs and may look like any of the following. DO NOT ATTACH THE CD-WRITER PLUS DRIVE TO A SOUND BOARD'S IDE CONTROLLER:



IDE Controllers

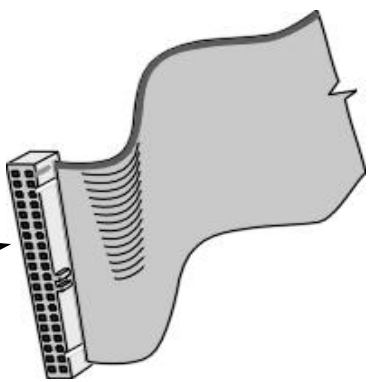
See your computer's manual if you need help finding the IDE Controller.



IDE Controllers
Not shown actual size.

Computer manufacturers use a wide variety of labels for IDE controllers! Look on your computer's circuit boards for tiny printing such as:
- PRI and SEC (for primary IDE and secondary IDE)
- IDE-0 and IDE-1
- IDE-1 and IDE-2
- HD and CD-ROM (most common devices to be attached)
- PCI-IDE and ISA-IDE

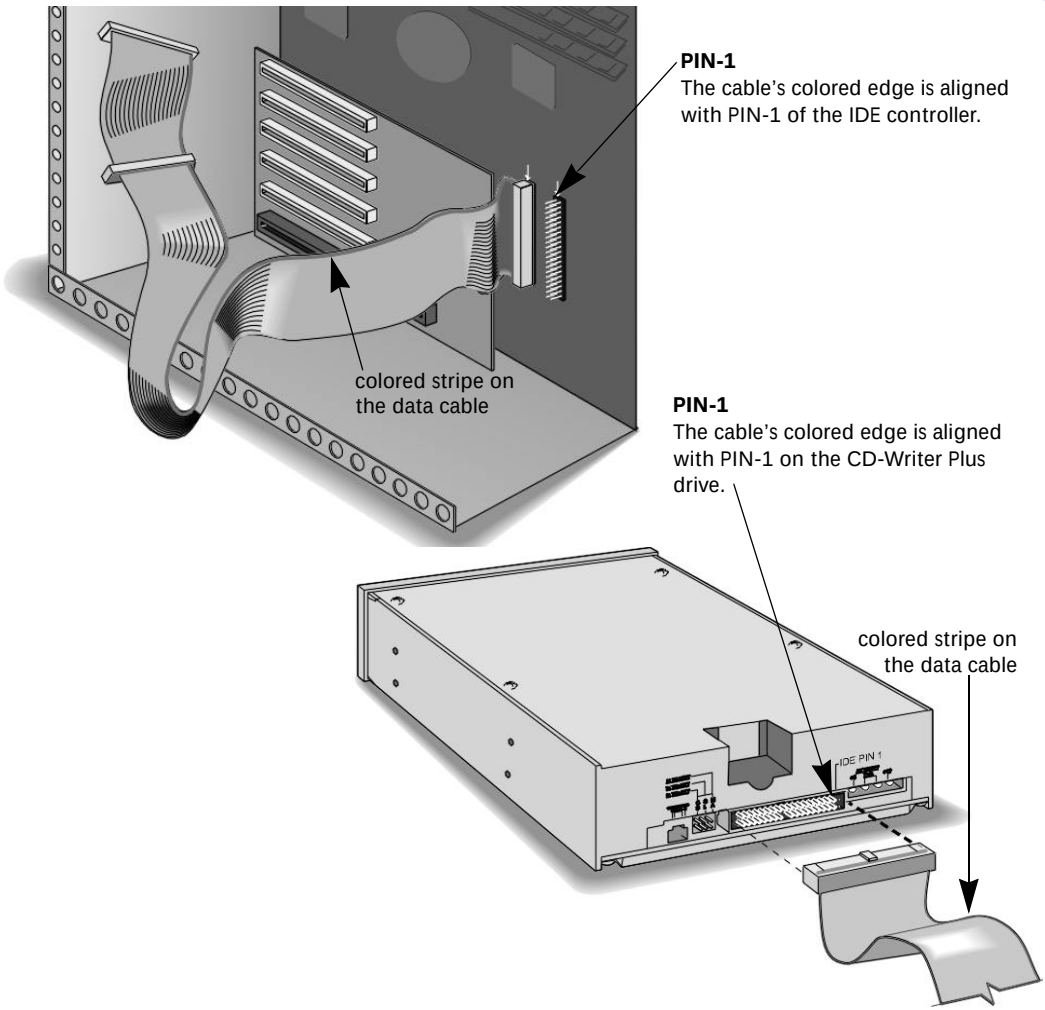
You will see a variety of connectors inside your computer that *look* similar to the 40-pin connector but have more or fewer pins. Find the connectors that are the correct size to fit the cable that came in the box with your drive.



10. *Refer to the Install Recommendation Printout (see page 1-2).* Find the section labeled DATA CABLE INSTRUCTIONS?

Follow the instructions on page 1-10 for "One Device" or "Two Devices" as advised.

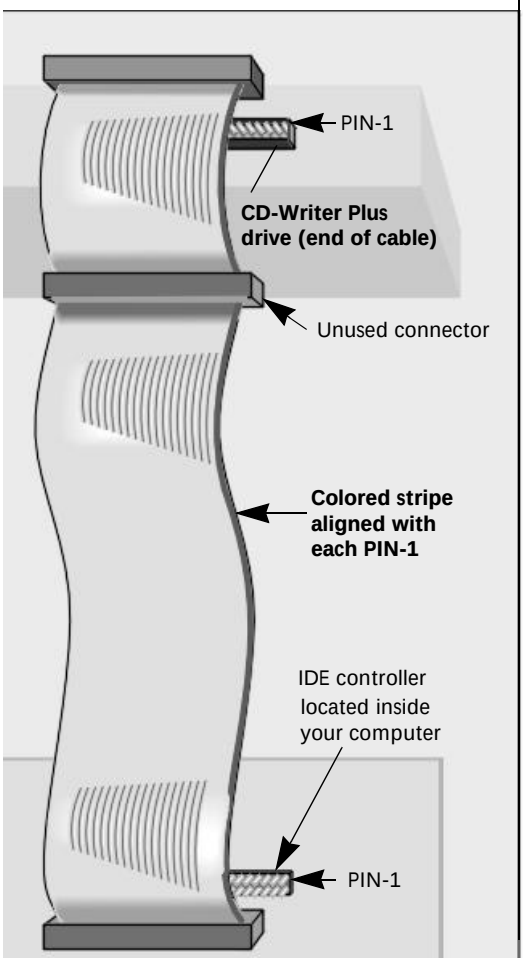
CAUTION: Make sure that you are attaching the cable correctly! You must locate PIN-1 on each connector and attach the cable so that the edge with the color stripe is aligned with PIN-1. If the cable is attached incorrectly, your computer may not boot up.


PIN-1
The cable's colored edge is aligned with PIN-1 of the IDE controller.
colored stripe on the data cable
PIN-1
The cable's colored edge is aligned with PIN-1 on the CD-Writer Plus drive.
colored stripe on the data cable
IDE PIN 1

One Device

The OPTIONAL data cable that came with the CD-Writer Plus drive is *only* used if there is no cable already attached to the recommended IDE controller in your computer system or the cable supplied with your computer is not long enough.

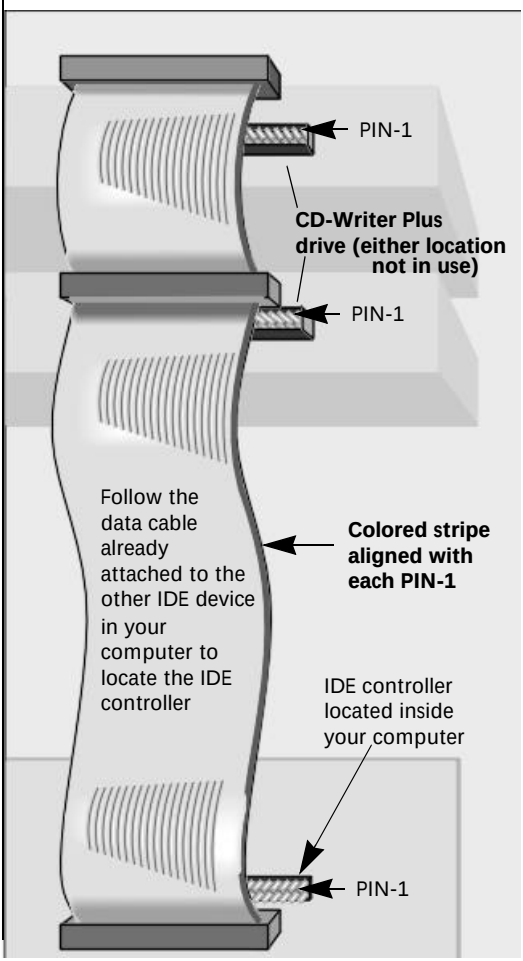
Use the connectors at the two ends of the cable.



Two Devices

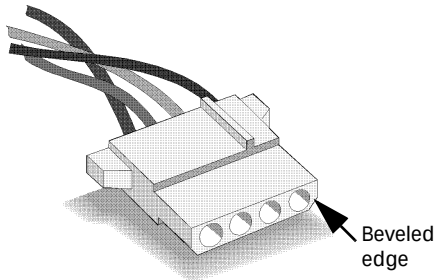
Attach the CD-Writer Plus to *whichever connector is not in use (center or end)* on the data cable already installed in your computer *(DO NOT swap connectors).*

The OPTIONAL data cable that came with the CD-Writer Plus is *only* used if there is no spare connector for the CD-Writer Plus on your cable or your cable is not long enough.

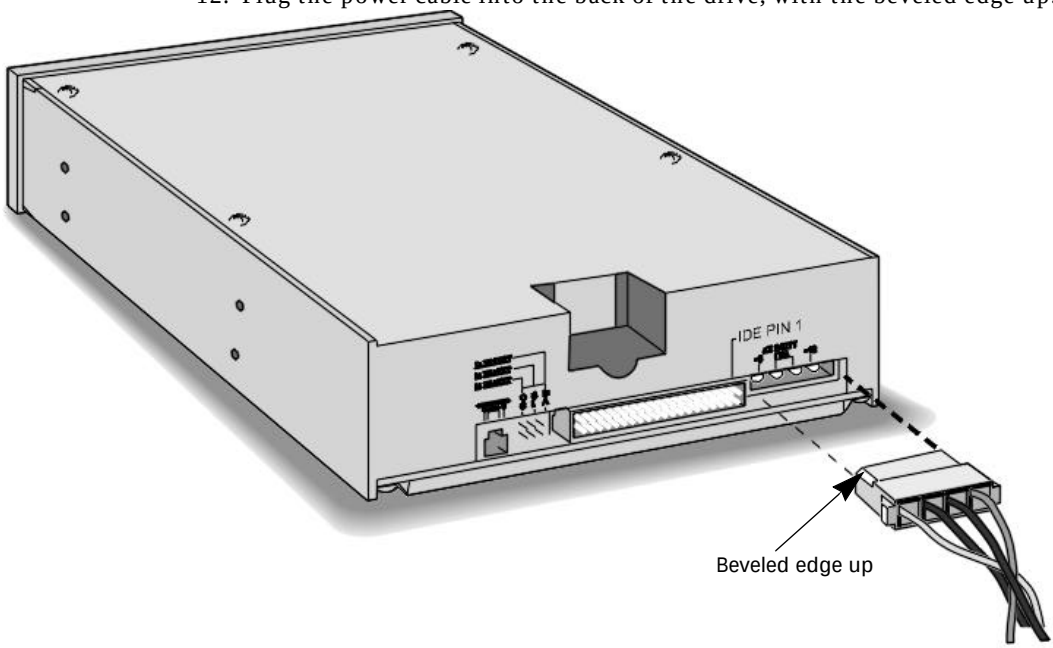

PIN-1
CD-Writer Plus drive (either location not in use)
PIN-1
Follow the data cable already attached to the other IDE device in your computer to locate the IDE controller
Colored stripe aligned with each PIN-1
IDE controller located inside your computer
PIN-1

11. Locate your computer's power supply. Find an unused power cable leading from the power supply.

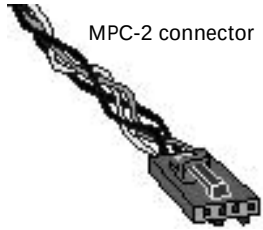
    NOTE: If you do not have an available power connector, you will need to purchase a Y-power cable that expands one power connector into two. Call your local computer hardware vendor to purchase one.



12. Plug the power cable into the back of the drive, with the beveled edge up.



13. Attaching the audio cable is OPTIONAL. If you do not wish to use it, go to step 14.



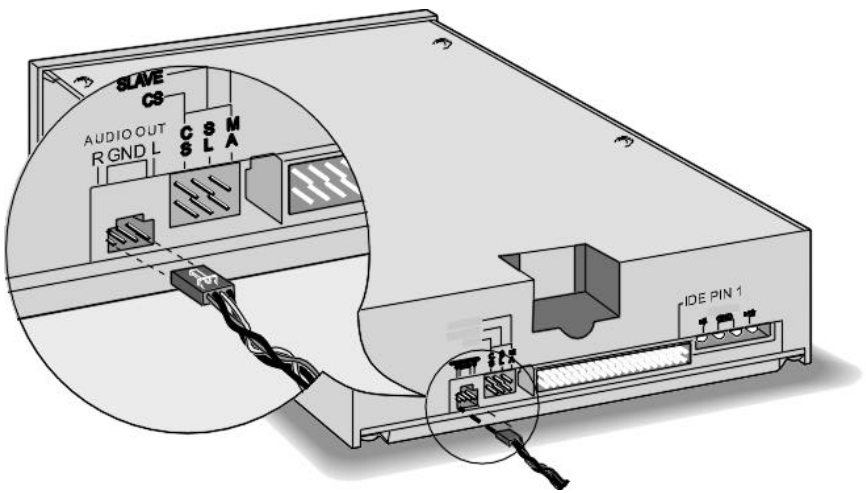
The audio cable is used only for hearing music CDs through your computer's sound system. If you do not have a sound board in your computer, you can still hear music CDs through speakers or earphones attached to the front of the CD-Writer Plus drive.

When the CD-Writer Plus drive records music or data, it uses the data cable, not the audio cable.

Locate your sound board's audio cable, if any.

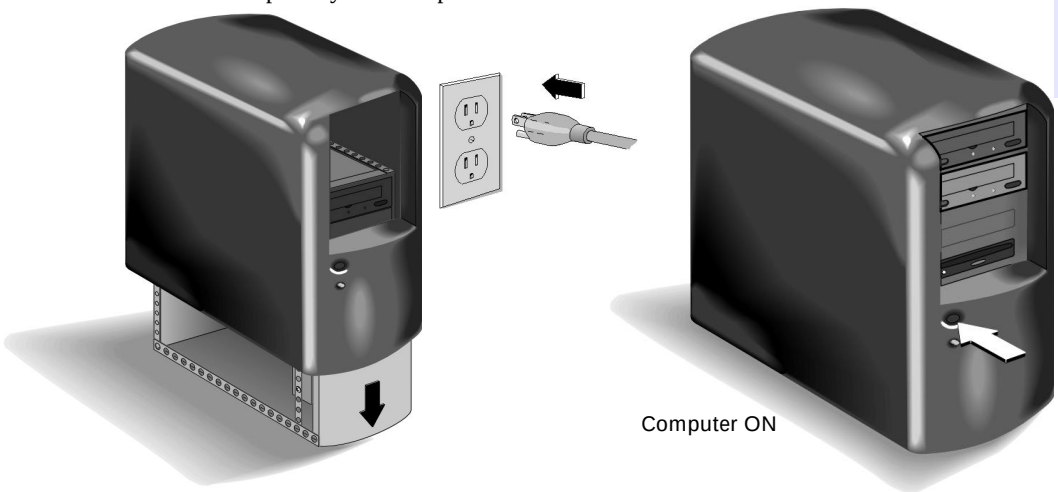
NOTE: There are many different types of audio cables and connectors. The type of cable depends on the type of sound board you have. To work with the CD-Writer Plus drive, the cable must have an MPC-2 connector. If you need to purchase an audio cable, contact your local computer hardware dealer. You can also contact Pacific InterConnections, USA, at 1-800-706-0510 or at 408-654-0234. Be sure to identify the type of sound board you have and specify that you require an MPC-2 connector.

Connect your sound board's audio cable, if any, to the back of the CD-Writer.



14. If you skipped inserting the screws to secure the drive into the bay, do it now (see step 8).

15. Replace your computer's cover.

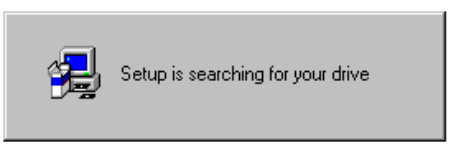


16. Plug your computer, monitor, and other devices into a wall outlet or power strip and turn ON your computer. (The power plug and outlet may look different in your country.)

    TIP: If the CD-Writer Plus is sharing the IDE controller with another device, confirm that the other device is still working properly.

Installing the Software for Windows 95 or Windows NT 4.0

1. When you have turned your computer back on and it has started up, the CD-Writer Plus software will search for the drive and make sure that it is working properly:



2. Software installation will automatically continue. Follow the instructions on the screen.

Uninstalling the Software

You can remove all CD-Writer Plus programs or individual programs.

CAUTION: If you want to reinstall the CD-Writer Plus's software, first be sure to uninstall the original software.

1. Click the **Start button.**
   - Point to **Programs**.
   - Point to **HP CD-Writer Plus**.
   - Point to **Tools & Information.**
   - Point to **Utilities.**
   - Click **Uninstall**.
2. Select the CD-Writer Plus's program(s) that you wish to remove.
3. Click the **Finish** button.

   The software is removed, including all related entries in your system registry.

If You Have Problems

Did you read the Install Recommendation *(see page 1-2)*?

There are many factors that need to be taken into consideration when installing an IDE device. By reading the install recommendation, you will know how to install successfully without needing to evaluate the technical details such as IRQs and "single" versus "dual" FIFO.

Can't find the IDE controller in your computer?

Check the manual that came with your computer or call the computer manufacturer for assistance. The IDE controller may be located on the mother board or a daughter board. It may be hard to find because it is behind some other component inside your computer such as the power supply. Or, your computer may not have a connector attached for access to the IDE controller. DO NOT ATTACH THE CD-WRITER PLUS DRIVE TO A SOUND BOARD'S IDE CONTROLLER. Do not use the Colorado IDE Adapter board as an alternate IDE controller for the CD-Writer Plus.

Now your computer won't boot up!

- Turn off and unplug your computer. Double-check each connector along the data cable, look for and straighten any bent pins. The connectors are inserted properly when all pins are covered up and the colored stripe on the side of the data cable lines up with PIN-1 of each connector.
- Is the power cable attached correctly to each device?
- If you are sharing the IDE data cable between the CD-Writer Plus drive and another device, did you change the data-cable (middle/end) connector attached to the device that was already inside your computer? Did you follow the Install Recommendation's instructions for determining the jumper setting on page 1-6

  If you changed the data-cable connector location change it back to the original position. The other device may be jumpered to "cable-select" rather than "Master" or "Slave." If this is true, the location of the data-cable connector (middle/end) is very important.

The CD-Writer Plus drive doesn't show up in My Computer or Explorer.

- If you cannot find the CD-Writer Plus drive in Explorer, Restart your computer, or shut it down and then turn it on again.
- Is the CD-Writer Plus drive receiving power? (Test this by opening and closing the tray by pressing the eject button in the front of the drive.)
- Turn off and unplug your computer.

  Double-check each connector along the data cable. The connectors are inserted properly when all pins are covered up and the colored stripe on the side of the data cable lines up with PIN-1 of each connector.
- If you are sharing the IDE data cable between the CD-Writer Plus drive and another device, did you change the data-cable (middle/end) connector attached to the device that was already inside your computer? Did you follow the Install Recommendation Printout's instructions for determining the jumper setting on page 1-6?

  If yes, change the data-cable connector location back to the original position. The other device may be jumpered to "cable-select" rather than "Master" or "Slave." If this is true, the location of the data-cable connector (middle/end) is very important.

Not sure which drive letter was assigned to the CD-Writer Plus

The CD-Writer Plus drive will have a drive icon just like a CD-ROM drive icon. You can determine which icon is your CD-ROM drive and which icon is your CD-Writer Plus drive by double-clicking on the **My Computer** icon, right-clicking on the CD drive's icon, and selecting **Eject**. The tray of the selected drive will open.

The device that is sharing the IDE data cable with my CD-Writer Plus drive doesn't show up in Explorer or doesn't work any more.

- Turn off and unplug your computer.
- Make sure that the power cables are securely attached to both devices.
- If you are sharing the IDE data cable between the CD-Writer Plus drive and another device, did you change the data-cable (middle/end) connector attached to the device that was already inside your computer?

  If yes, change the data-cable connector location back to the original position. The other device may be jumpered to "cable-select" rather than "Master" or "Slave." If this is true, the location of the data-cable connector (middle/end) is very important.
- For Sony and Goldstar CD-ROMs try configuring the CD-Writer as "Master" and the CD-ROM as "Slave".

Does your computer meet the minimum system requirements

See "Minimum System Requirements" on page A-1.

Error message when I double-click on the CD-Writer Plus icon

- There is no CD in the CD-Writer Plus drive; insert a CD and try again.
- After inserting a CD, you need to wait a moment to let the CD-Writer Plus drive read the disc information (wait until the light on the front of the drive stops flashing and stays green), then click on the CD-Writer Plus drive's icon again.
- The CD may be in the tray upside-down or a little off-center; try reinserting the CD. The label should be facing up.
- You are trying to read from a blank recordable CD. Try again after copying some information to the CD.

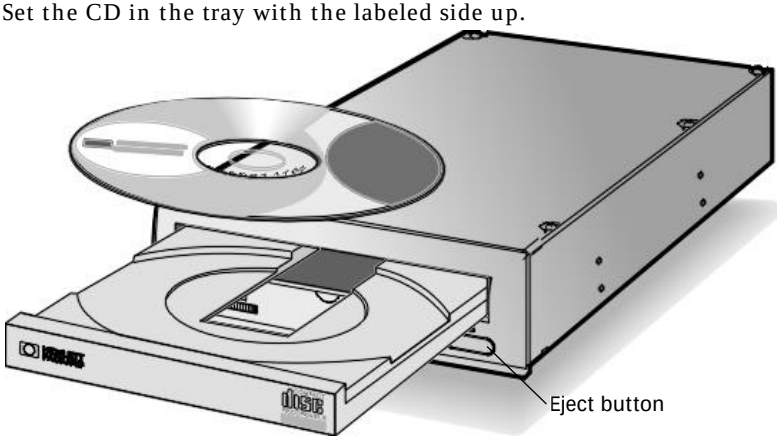
Chapter 2:
Using Your CD-Writer Plus

This chapter describes how to use and purchase CDs and how to take care of your drive.

Using CDs

Inserting a CD

1. Press the eject button on the CD-Writer Plus front panel.
2. Set the CD in the tray with the labeled side up.



3. Press the eject button again or push gently on the front of the tray to shut the tray.

When you access the CD-Writer Plus drive from within a program, you should be able to read the files on the inserted CD. If you have problems:

- The CD may be in the tray upside-down or a little off-center; try reinserting the CD. The label should be facing up.
- After inserting a CD, you need to wait a moment to let the CD-Writer Plus drive read the disc information (wait until the light on the front of the drive stops flashing and stays green), then click on the CD-Writer Plus drive's icon again.
- Are you trying to read from a blank recordable CD? Try again after copying some information to the CD.

Removing a CD

1. Press the eject button on the CD-Writer front panel.
2. Remove the CD from the tray.
3. Press the eject button again or push gently on the front of the tray to shut the front panel.

Choosing CDs for Your CD-Writer

For best results, use Hewlett-Packard CD-RW (ReWritable) or CD-R (Recordable or write-once) media, available from your local vendor.

Ideas for using CD-RW (ReWritable) discs which can only be used in CD-ReWritable drives or newer MultiRead CD-ROMs:

- Use as if it were a large-capacity floppy disk
- Copy your important files each week
- Free up disk space on your hard drive
- Transport files to and from work/home
- Hold large complex files as you develop them
- Share presentations in an editable form
- Create personalized presentations

Ideas for using CD-R (Recordable or write-once) discs which can be read in most CD-ROM or CD-Recordable drives:

- Permanently save large project files
- Share non-editable presentations
- Permanently store home records
- Share memories with family and friends
- Copy your music onto CD for personal use
- Make copies of music you created for record company demos
- Permanently archive files

Purchase HP CD-RW (ReWritable) media

Available from your local vendor, these CDs can be recorded or read in CD-ReWritable drives and read in newer MultiRead CD-ROMs:

- 12 cm (650 MB, 74-minute) 1 pack (C4431A)
- 12 cm (650 MB, 74-minute) 3 pack (C4431C)
- 12 cm (650 MB, 74-minute) 25 pack (C4431D)

NOTE: Do not mix audio and data files on the same CD since they require different formats.

Purchase HP CD-R (Recordable or write-once) media

Available from your local vendor, these CDs can be read by most CD-ROM, CD-Recordable, and CD-ReWritable drives (use this type of media if you want to listen to your music CDs in a stereo):

- 12 cm (650 MB, 74-minute) 1 pack (C4432A)
- 12 cm (650 MB, 74-minute) 3 pack (C4432C)
- 12 cm (650 MB, 74-minute) 25 pack (C4432D)

NOTE: Do not mix audio and data files on the same CD since they require different formats.

Maintenance

The CD-Writer Plus drive requires no maintenance or cleaning. If you simply keep your CDs clean, you will prevent most problems.

CAUTION: DO NOT use the CD-ROM cleaning CDs that rely on a small brush to sweep dirt off the laser. DO NOT use high-pressure air to clean the inside of the drive. These cleaning techniques will damage the CD-Writer Plus drive.

Chapter 3:
Problem Solving

If you are having difficulties with a software application check that application's chapter and on-line help for troubleshooting information. If you need further assistance, the table on page B-1 will help you find the phone numbers for the appropriate customer support service.

Read this section if you run into trouble with your CD-Writer Plus drive. If after reviewing the section you need further assistance, call the phone numbers listed in "Appendix B: Customer Support"

Gather the information on page B-2 before calling for help. *Having this information ready will greatly facilitate your call.*

Things to Try First

These are some basic steps to take when you run into trouble. If the problem persists, see the "Common Symptoms and Solutions" section.

- Does your computer meet the minimum system requirements (see "Minimum System Requirements" on page A-1)?
- Make sure the computer is plugged in and that each device has power.
- Turn off the computer's power, wait 20 seconds, then turn it on again. (This is called *cycling power*.)
- Try the operation with a different CD.
- Make sure that you are using the right type of CD (See "Choosing CDs for Your CD-Writer" on page 2-2.)
- Check the Readme file that came with the CD-Writer Plus drive.
- Check the free online information resources listed on page B-5.
- If your computer has a power-management feature, disable it (see the manual that came with your computer).

Common Symptoms and Solutions

- Now your computer won't boot up! (see page 1-15)
- Not sure which drive letter was assigned to the CD-Writer Plus (see page 1-16)
- The CD-Writer Plus drive doesn't show up in My Computer or Explorer. (see page 1-15)
- The device that is sharing the IDE data cable with my CD-Writer Plus drive doesn't show up in Explorer or doesn't work any more. (see page 1-16)
- The computer is trying to boot up from the CD-Writer Plus drive or receiving "Invalid Media" error message (see page 3-2)
- Copying directly from one CD to another doesn't work. (see page 3-3)
- Audio sounds poor (see page 3-3)
- Video is choppy (see page 3-3)
- Applications cannot locate the CD in the CD-Writer Plus drive (see page 3-4)
- In Windows Explorer, unable to see the CD label or all the sessions/ files on the CD (see page 3-5)
- Lost power to the computer or had to press CTRL-ALT-DEL while writing to the CD! (see page 3-5)
- Buffer underrun error messages (see page 3-6)
- Hard Drive Compression Software (see page 3-5)
- Achieving optimal performance (see page 3-5)
- Known Compatibility Problems (see page 3-6)
- Checking for resource conflicts (see page 3-7)

The computer is trying to boot up from the CD-Writer Plus drive or receiving "Invalid Media" error message

- If the computer is trying to boot up the operating system from the CD-Writer Plus drive, simply remove the CD from the drive tray when starting up your computer.
- If you do not want your computer to boot from the CD-Writer Plus drive, you need to change the "boot order" settings in your CMOS

program. To learn how, see the documentation that came with your computer or call the computer manufacturer.

Copying directly from one CD to another doesn't work.

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- Some CD-ROMs will not allow direct copying to the CD-Writer Plus drive or are not capable of digital audio extraction.
- You must have either a SCSI 2 CD-ROM drive (see the drive's guide for information) or a supported ATAPI CD-ROM drive to use as your source.
- Some CDs have a copy prevention feature or other features that do not allow a CD-to-CD copy.

Audio sounds poor

- Make sure the audio cable is completely plugged into the sound card and into the CD-Writer Plus drive.
- Make sure that you do not have a sound-muting feature turned on by way of the monitor or software.
- Check the sound from the CD-Writer Plus drive by plugging earphones or speakers to the audio connector on the *front* of the CD-Writer Plus drive. If the sound quality is good, the problem is probably with the sound board, speakers, or audio cable. See the documentation that came with your sound board and speakers for help.
- Try listening to the wave files on your hard drive to see if they sounded poor before copying them to CD. (You can use the Media Player program found under Multimedia in Windows' Accessories.)

Video is choppy

This can be caused by the same situations that cause buffer underruns. This can also happen if your video card is slow. Try the following:

- Try the solutions for buffer underruns (page 3-6).
- Upgrade your video card.

- Reduce the size of the video window and close any other programs that are running.

Unable to see a second session reading from a CD-ROM drive

- Eject the CD and reinsert it.
- Refresh the screen. Select the **My Computer** icon in Windows Explorer and press **F5**.
- CD-RW (ReWritable) discs can only be used in CD-ReWritable drives or newer MultiRead CD-ROMs.
- *If you are trying to read your CD from Windows 3.x:* Multi-session CDs created with Direct CD cannot be read in DOS or Windows 3.x. If your multi-session CD was created using some other program, verify that you are using version 2.23 of the MSCDEX.EXE file. First, restart your computer and when you see "Starting MS-DOS..." appear on your monitor, press **F8**. Each line in your CONFIG.SYS and AUTOEXEC.BAT file will load one at a time. Press "Y" until you see a line containing "MSCDEX.EXE". Then press "Y" and the version number of your MSCDEX file will display. The number must be 2.23 or greater. Call Microsoft for an updated file if you need it.
- See if the CD-Writer Plus drive or other CD-ROM drives can read the CD. If so, the problem is probably with the CD-ROM drive. Contact the manufacturer of this drive for updated drivers.

Applications cannot locate the CD in the CD-Writer Plus drive

Some programs (CD-ROM games, etc.) look only for the first logical drive letter assigned to a CD-ROM drive or CD-Writer Plus drive. For example, if your CD-ROM drive is assigned drive D:\ and the CD-Writer Plus drive is assigned drive E:\, the program is looking for the CD only in drive D:\ and will not see the CD in drive E:\. If you want to use the CD-Writer Plus drive with these programs, reassign the drive letters, making the CD-Writer Plus drive come before the CD-ROM drive, as follows:

- *In Windows 95,* display the Device Manager and double-click on **CDROM**. Double-click on the CD-ROM drive, and then click on the **Settings** tab. Under Reserved drive letters, select the drive letter *after* the existing letter (for both start and end drive letter) and click on **OK**. Then double-click on the CD-Writer Plus drive, and then click on the **Settings** tab. Under Reserved drive letters, select the drive letter *before* the current one and click on **OK**.
- *In Windows NT,* click on **Start**/**Programs**/**Administrative Tools(common)**. Choose **Disk Administrator**. Right-click on the

drive letter you wish to change. Select **Assign Drive Letter**. Change the drive letter.

In Windows Explorer, unable to see the CD label or all the sessions/files on the CD

Refresh the screen. Select the **My Computer** icon in Windows Explorer and press **F5**.

Lost power to the computer or had to press CTRL-ALT-DEL while writing to the CD!

If you lose power while writing to your CD (the CD-Writer Plus drive's red light is on) OR If you exit an application or press CTRL-ALT-DEL while writing to CD...

You may be able to salvage your CD, but ONLY if you:

1. LEAVE YOUR CD IN THE DRIVE, DO NOT OPEN THE CD TRAY
2. Turn your machine off
3. Turn it back on
4. Then re-enter the application you were using

Once the application tries to access the CD-Writer Plus drive, the recovery operation will make it appear that the last session is there. However, in reality, only a part of the CD's directory may be there. Your recordable CD is still usable if you can read the directory. Repeat the entire copy operation to make sure that your files are copied to the recordable or ReWritable CD.

Hard Drive Compression Software

We do not recommend using hard drive compression software. If you use hard drive compression software, it estimates free hard drive space based upon a compression ratio (often user selectable). Programs may check your hard drive for space needed and may think you have the necessary free space. However, depending on the type of files you are copying, you may in fact not have enough hard drive space.

Achieving optimal performance

Run SCANDISK.EXE and DEFRAG.EXE on your hard drive before using your CD-Writer Plus drive for the first time (see your Windows manual for more information). Then run them periodically after that. These programs improve access times to the hard drive, which will help improve system performance while writing to and reading from the CD-Writer Plus drive.

Buffer underrun error messages

When using Easy-CD Audio or Disc Copier:

- Make sure your system meets the minimum system requirements, see "Minimum System Requirements" on page A-1.
- Buffer underrun may be caused by hard drive compression software (see page 3-5).
- NEVER write to the recordable CD while other applications are running that could interrupt the writing-to-CD process. Log off any networks, disable any fax modem, email, screen saver, or other programs (such as TSRs, terminate-and-stay-resident programs) that may automatically send messages to your computer while writing data to the CD. If the interruption is long enough, you could ruin a write-once CD to which you are writing.
- Exit *any* other programs while writing data to the CD.
- If your computer has a power-management feature, disable it (see the manual that came with your computer).
- Run SCANDISK.EXE and DEFRAG.EXE periodically on your hard drive (see your Windows manual for more information). These programs improve access times to the hard drive, which will help improve system performance while writing to and reading from the CD-Writer Plus drive.

Known Compatibility Problems

- Check the Readme file that came with the CD-Writer Plus drive for additional information.
- Check the web site listed on page B-5 for the most recent information.
- *Maxtor Hard Drives*
  You might be unable to write reliably to the CD-Writer Plus drive if you are using a Maxtor hard drive (the following models):
  - 71626A/AP (1.6 Gbyte)
  - 712260A (1.2 Gbyte)
  - 72004A/AP (2.0 Gbyte)

  CD recordable devices require an uninterrupted data stream from the hard drive in order to write successfully to a CD. These hard drive models are designed with a built-in interrupt loop that may cause CD corruption. Please contact Maxtor's customer support at 1-800-2-

MAXTOR or on the World Wide Web at http://www.maxtor.com/ for more information.

Checking for resource conflicts

In rare cases, your computer's IDE controller may be having a resource conflict where another device is trying to use the IDE controller's I/O base address or interrupt request channel (IRQ). To check for this type of conflict:

- *In Windows 95,* right-click on the **My Computer** icon, select **Properties**, select the **Device Manager** tab, and double-click on **CD-ROM**, if the list is not already expanded. A yellow exclamation mark over the controller's icon confirms that the controller has the same or conflicting settings as another device installed on your system. Resolve this conflict by assigning a unique IRQ and I/O base address to the other device.
- *In Windows NT,* if this type of conflict is present, you will see an error message when you start up Windows NT. Follow the directions in the error message box.

Chapter 4:
Sharing Your CDs

How you write your data to CD and the type of CDs that you use will determine who else can read the data from your discs. This chapter briefly explains some of the options you have in creating CDs that can be shared with others using different computer and CD setups.

Varying Formats

CD technology has progressed rapidly over the last few years from CD-ROM to writable CD, and on to the technology you now own in your rewritable CD-Writer Plus. One of the results of these developments is that data can be written in several formats and on different types of CDs.

Sharing CDs across Different Formats

Using CD-RW Discs

When should I use CD-RW discs?

CD-RW media is the ideal solution for extended personal storage on your own machine. You can write, erase, and rewrite data easily from applications and from the Windows Explorer. Your CD-Writer Plus drive, coupled with CD-RW media, can function as an extension of the hard drive on your machine. Use CD-RW media:

- To save work in progress like presentations, documents, etc.
- Make weekly archives of files on your hard drive.
- Shuttle files between the office and home if you have a CD-Writer Plus at each location, or have an external CD-Writer Plus to use on both computers.

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- Make weekly archives of files on your hard drive.
- Shuttle files between the office and home if you have a CD-Writer Plus at each location, or have an external CD-Writer Plus to use on both computers.

Can I share a CD-RW disc?

Yes. You can share a CD-RW disc directly with someone owning another CD-RW drive or with someone that has a MultiRead CD-ROM drive and UDF reader software. MultiRead CD-ROM drives are a recent innovation to CD-ROM technology, so while not all CD-ROMs are MultiRead, they are available to users world wide.

How do I know if a CD-ROM is MultiRead?

Look for the MultiRead certification logo on the CD-ROM's packaging or users guide. The drive will be described as MultiRead certified or will list CD-RW as supported media. You can also put a CD-RW disc in your CD-ROM and see if it can read it.

What if I want to share with users that have standard CD-ROM drives?

In general, you must copy your information to a CD-R disc to share it with users that have standard CD-ROM drives. To accomplish this:

1. Insert your CD-RW disc in your CD-Writer Plus drive.
2. Copy all the information from the CD-RW disc to a unique location on your hard drive.
3. Replace the CD-RW disc in your CD-Writer Plus with a blank CD-R disc.
4. Copy the information from your hard drive to the CD-R media using Direct CD.
5. When you eject the disc, DirectCD prompts you to either leave the disc open, or close the disc so it can be read in a standard CD-ROM drive. Select the option to close the CD.

NOTE: For additional information on sharing CDs with Windows 3.x and DOS users, see "What if I used DirectCD to create my CD-R disc?" on page 4-3.

Can I play an audio disc I made on a CD-RW disc in my car or home CD player?

Probably not. Most car and home CD players are not capable of reading information off of CD-RW media. You must record your audio on CD-R discs to play them on most conventional CD players. There are however some newly released auto and home CD players that can read the CD-RW media

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Yes. You can share a CD-RW disc directly with someone owning another CD-RW drive or with someone that has a MultiRead CD-ROM drive and UDF reader software. MultiRead CD-ROM drives are a recent innovation to CD-ROM technology, so while not all CD-ROMs are MultiRead, they are available to users world wide.

How do I know if a CD-ROM is MultiRead?

Look for the MultiRead certification logo on the CD-ROM's packaging or users guide. The drive will be described as MultiRead certified or will list CD-RW as supported media. You can also put a CD-RW disc in your CD-ROM and see if it can read it.

What if I want to share with users that have standard CD-ROM drives?

In general, you must copy your information to a CD-R disc to share it with users that have standard CD-ROM drives. To accomplish this:

1. Insert your CD-RW disc in your CD-Writer Plus drive.
2. Copy all the information from the CD-RW disc to a unique location on your hard drive.
3. Replace the CD-RW disc in your CD-Writer Plus with a blank CD-R disc.
4. Copy the information from your hard drive to the CD-R media using Direct CD.
5. When you eject the disc, DirectCD prompts you to either leave the disc open, or close the disc so it can be read in a standard CD-ROM drive. Select the option to close the CD.

NOTE: For additional information on sharing CDs with Windows 3.x and DOS users, see "What if I used DirectCD to create my CD-R disc?" on page 4-3.

Can I play an audio disc I made on a CD-RW disc in my car or home CD player?

Probably not. Most car and home CD players are not capable of reading information off of CD-RW media. You must record your audio on CD-R discs to play them on most conventional CD players. There are however some newly released auto and home CD players that can read the CD-RW media

Using CD-R Discs

When should I use CD-R discs?

The data you put on a CD-R can't be erased. Use CD-R discs:

- When you want to protect your data so that it cannot be erased
- If you want to share your CD with users that have standard CD-ROM drives
- For audio CDs

Can I automatically share a CD-R with anyone?

Not necessarily. The software application you use will determine with whom you can easily share the CD.

What if I used DirectCD to create my CD-R disc?

When you eject the disc from the drive, DirectCD will prompt you to either leave the disc open so you can add more data later, or close the disc so it can be read in a standard CD-ROM drive. If you intend to share the disc with other users, then you must "close" the disc.

- **Windows 95 and Windows NT.** If you are sharing a "closed" CD-R with another Windows 95 or Windows NT user, your disc is now ready to be shared.

  There may be some CD-ROMs that can't read the CD-R. If you have problems try turning off the "Read Ahead" on your CD-ROM. Refer to your operating system documentation on how to do this. Another option is to use CD Copier to create a disc copy of your original CD-R disc. A description of how to do this can be found in the section "How to Make a Copy of a CD" on page 8-3.

- **Windows 3.x and DOS.** Some additional steps are required if you want to share your "closed" disc with Windows 3.x or DOS users. You will need to create a copy of your original CD-R disc on another piece of CD-R media using the CD Copier application. This will write a disc in the proper format for Windows 3.x and DOS users. Follow the instructions given in the section "How to Make a Copy of a CD" on page 8-3 to accomplish this task.

NOTE: CDs created with CD Copier will display long filenames when viewed in Windows 95 and NT. When viewed in Windows 3.x and DOS, file names are shortened to the DOS standard of eight characters with a three-character

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extension. Files and executables that expect a specific file name may not function as anticipated in Windows 3.x and DOS.

What if I used Easy CD Audio to create my CD-R disc?

This application automatically writes the audio format understood by millions of car and home CD players in existence today. You will be able to share this disc with virtually any user.

Are there any other ways to create CD-R discs?

Use a CD-mastering application, such as Adaptec's Easy-CD Creator. A mastering application, when used with CD-R media, is capable of directly writing discs using a format that can be read by virtually all CD-ROM drives and operating systems (Windows95, Windows NT, Windows 3.x, and DOS).

Interchange Summary

The following table is a brief summary of which CD drives can read discs created with certain application/media combinations.

Application used to make a CD	Type of CD used	Drives that can read the CD
DirectCD	CD-RW	MultiRead CD-ROM with UDF reader Windows 95 and NT 4.0
	CD-R (closed)	*Most CD-ROMs Windows 95 and NT 4.0
CD Copier	CD-RW	MultiRead CD-ROM
	CD-R	Any CD-ROM
Easy-CD Audio	CD-RW	MultiRead CD-ROM
	CD-R	Any CD-ROM, home or car CD player
Easy-CD Creator	CD-RW	MultiRead CD-ROM
	CD-R	Any CD-ROM

* Your CD-ROM drive must be capable of reading packet-written CDs. Most CD-ROM drives are packet tolerant. If you have problems, check your drive's documentation or consult the drive's manufacturer.

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CD Copier	CD-RW	MultiRead CD-ROM
	CD-R	Any CD-ROM
Easy-CD Audio	CD-RW	MultiRead CD-ROM
	CD-R	Any CD-ROM, home or car CD player
Easy-CD Creator	CD-RW	MultiRead CD-ROM
	CD-R	Any CD-ROM

* Your CD-ROM drive must be capable of reading packet-written CDs. Most CD-ROM drives are packet tolerant. If you have problems, check your drive's documentation or consult the drive's manufacturer.

Chapter 5:
Making Data CDs

To make data CDs, you can use DirectCD.™ DirectCD provides a way to write files directly to a CD-Recordable (CD-R) or CD-ReWritable (CD-RW) disc, much like you would to a floppy diskette or removable drive.

With DirectCD you can read and write files directly to your CD with any software application that can read and write to a drive letter. Some examples include:

- Software applications such as Microsoft Word, when you use the Save or Save As commands
- Windows Explorer, when you drag and drop files
- Windows 95®/NT, when you use the Send To command
- MS-DOS, when you use command prompts from within Windows 95/NT

DirectCD provides a file system based on UDF v.1.5 and writes data to the CD-R or CD-RW disc using packet-writing technology. This file system gives you drive letter access to your CD-RW drive.

DirectCD includes a wizard that guides you step-by-step through the process of preparing and ejecting CD-R and CD-RW discs.

Uses for DirectCD

DirectCD is the easiest way to save data files directly to CD. Uses for DirectCD include:

- Archiving data
- Backing up a hard drive

- Disseminating information to field offices
- Transferring and distributing data to other Windows 95 systems

Starting DirectCD

To start DirectCD so you can begin writing data to your CD:

- Double-click the CD-RW drive icon on the right side of the taskbar.

The DirectCD Wizard appears and guides you step-by-step to prepare the CD so you can write data directly to it.

Writing Data to a CD the First Time

Before you can write data directly to your CD, you must first format the CD. To do so, follow these steps:

1. Insert a blank CD into your CD-RW drive.
2. Double-click the CD-RW drive icon on the taskbar.

   The Adaptec DirectCD Wizard window appears.
3. Click **Next.**
4. If you have more than one CD-R or CD-RW drive, select the CD-R drive containing the blank CD and click **Next.**
5. In the Format Disc window, select the option that says:

   I will be using DirectCD to read and write the CD through the drive letter associated with the CD-R drive.

   NOTE: Formatting a blank CD-RW disc may take approximately one hour. Formatting a CD-RW disc also requires additional space on the disc (up to 100 MB or more). Thus, CD-RW discs have less than 500 MB of available space while CD-R discs can store over 600 MB of data.
6. Click **Next** to continue.
7. Type in the name you want to call your CD in the Volume Information window and click **Finish.**

The DirectCD Disc Ready window appears when the formatting is complete.

8. Click **OK**.

   The DirectCD disc is ready for you to write information directly to the CD.

Adding Data to a DirectCD Disc

Once your CD is formatted as a DirectCD disc, there are a number of ways to add data to it:

- Drag and drop files from Windows Explorer onto the CD-RW drive icon.
- Select **Save As** from a Windows 95/NT application File menu and select the drive letter of your CD-RW drive.
- Use the Send To command.
- Use MS-DOS command prompts from a DOS window in Windows 95/NT.

Ejecting a DirectCD Disc

When you eject a DirectCD disc from your CD-RW drive and you want to continue reading the CD on your computer using your CD-RW drive or another CD-R system that supports DirectCD, the disc must be formatted so you can continue using DirectCD. When you eject a disc, DirectCD automatically formats it for you. To eject a DirectCD disc, follow these steps:

1. Right-click the CD-RW drive icon on the taskbar.
2. Select **Eject** from the drop-down list box.

   DirectCD ejects your CD from the CD-RW drive.

Writing More Data to a DirectCD Disc

To add more data to your DirectCD disc—meaning that you have previously formatted a blank CD for DirectCD use—you can add more information to it until the disc is full. To do so, follow these steps:

1. Insert the DirectCD disc into your CD-RW drive.
2. Wait for the DirectCD Disc Ready window to appear.
3. Click **OK** and continue writing more data to your CD.

Erasing the Contents on a DirectCD Disc

If you are using CD-RW discs and a CD-RW drive, you can erase the contents on the CD so you can rewrite new information to the CD. However, if you delete files from a *CD-R* disc, the files become invisible to the file system (such as Windows Explorer) but are not actually erased from the disc. Deleting files from a CD-R disc *does not* increase the available space on the disc.

To erase the contents on a DirectCD disc, follow these steps:

1. While in Windows Explorer, select the file(s) you want to erase.
2. Select **Delete** from the File menu.
3. Click **Yes** to confirm that you want to erase the files from the CD.

   DirectCD erases the selected file(s) from the CD.

Getting Help

For set-up and connection problems with your CD-RW drive, refer to the Troubleshooting section of the hardware guide.

For information about DirectCD, including DirectCD properties, refer to the appropriate topics in the Online Help. To access the DirectCD Online Help:

- Click **Help** on any of the DirectCD Wizard windows

If you need further assistance, please contact Adaptec. The information and support services we offer are described in the Customer Support section at the end of this manual.

Chapter 6:
Making Music CDs

A music CD is a compact disc (CD) containing digital audio tracks recorded in the Compact Disc-Digital Audio (CD-DA) format.

Music CDs can store up to 74 minutes of music and may contain up to 99 tracks, each usually representing a separate piece of music. Music CDs can be played back from a home or car CD player or from a CD-ROM drive through speakers or headphones attached to the drive's output jack.

Using Easy-CD Audio, you can:

- Compile audio CDs of your favorite music
- Make CDs from Wave files on your hard drive

Starting Easy-CD Audio

To start Easy-CD Audio so you can begin making your own music CDs, follow these steps:

1. In Windows 95, click the **Start** button located on the left side of the taskbar.
2. Select **Programs,** point to **HP CD-Writer Plus**, and select **Make Music CDs.**

   The Easy-CD Audio Wizard window appears.

How to Make a Music CD

To make an audio CD, you can record songs from:

- *Tracks* on an existing CD
- *Wave* files stored on your hard drive (*.wav, a standard Windows format for sound files.)
- A combination of Wave files and tracks

NOTE: Easy-CD Audio is designed to assist you in reproducing material in which you own the copyright or have obtained permission to copy from the copyright owner. Unless you own the copyright or have permission to copy from the copyright owner, you may be violating copyright law and be subject to payment of damages and other remedies. If you are uncertain about your rights, contact your legal advisor.

Using the Wizard

The easiest way to make a music CD is using the Easy-CD Audio Wizard. The Wizard appears when you first start Easy-CD Audio and guides you step-by-step to make a simple music CD. To use the Wizard, follow these steps:

1. Start Easy-CD Audio.

Adaptec Easy-CD Audio Wizard
Welcome
Easy-CD Audio guides you step-by-step to make an audio CD. This type of CD can be played back on a home or car CD player.
Click Next if you wish to create an Audio CD using the Easy-CD Audio Wizard.
Click Cancel if you wish to create CDs without using the Easy-CD Audio Wizard.
< Back
Next >
Cancel
Help

The Easy-CD Audio Wizard window appears.

2. Follow the on-screen instructions in the Wizard windows.

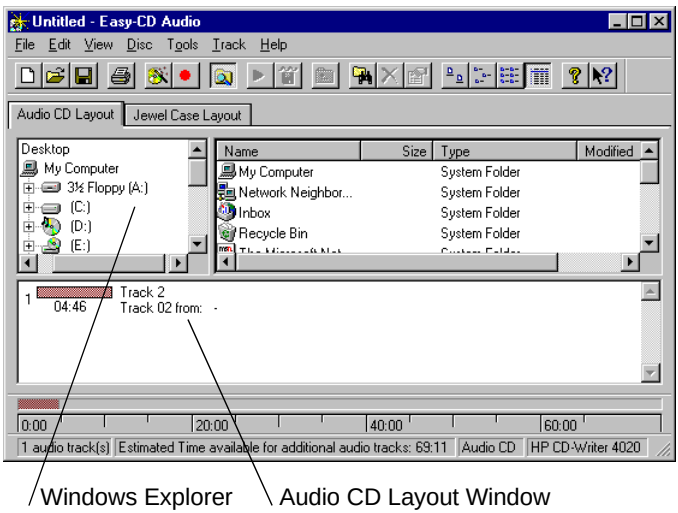
   A list of the audio tracks you are adding to your CD appears in the main Easy-CD Audio window. A final message box notifies you when the recording is complete.

Recording Audio Tracks from an Existing Music CD

To record songs (audio tracks) from an existing music CD, you need to first create a *CD layout*— a file that contains the list of songs and the order in which they will be recorded—then record the layout to a blank CD. To do so, follow these steps:

1. Select **New CD Layout** from the File menu or open an existing CD layout.

2. Click the **Audio CD Layout** tab:



The top part of the window is Windows Explorer, where you can select the songs you want to record. The bottom part is the Audio CD Layout window, which allows you to view the contents of the CD layout. To make changes to the list of tracks in the Audio CD Layout tab, see “Changing the Order of Your Songs” on page 6-7.

3. Insert the source CD, which contains the songs you want to record, into your CD-RW drive.

   NOTE: You can record directly from a CD-ROM drive only if it supports digital audio extraction. See "Recording from a CD-ROM Drive" in the Easy-CD Audio Online Help.

4. In the Explorer section of the window, select the drive where the source CD is located to view the list of songs on the CD.

5. Drag the songs that you want to record from Explorer to the Audio CD Layout window.

   To change the name of a song, see "Renaming Songs in Your CD Layout" on page 6-8.

6. Repeat steps 3-5 for each existing music CD from which you want to record songs.

7. Select **Create CD** from the File menu when you have placed all of the songs that you want to record into the Audio CD Layout window.

   The CD Creation Setup box appears.

8. Make changes, if any, to the CD Creation Setup settings (see "CD Creation Setup Settings" in the Easy-CD Audio Online Help for descriptions) and click **OK**.

   Easy-CD Audio begins recording your CD layout to a blank CD. Insert a blank CD when prompted. A final message box notifies you when the recording is complete.

   NOTE: To make a sleeve that lists the artist, CD title, and songs, see "Chapter 7: Making Inserts and Labels".

Recording Wave Files Stored on Your Hard Drive

To record a music CD using Wave files (*.wav), the Wave files must be stored on your hard drive at 11, 22, 44.1 KHz, 8- or 16-bit, mono or stereo. To make a Wave file from an existing CD, see "Pre-recording Audio Tracks to Wave Files" on page 6-5.

To record Wave files stored on your hard drive to a blank CD, follow these steps:

1. Insert a blank CD into your CD-RW drive.
2. Select **New CD Layout** from the File menu or open an existing layout.
3. Click the **Audio CD Layout** tab.
4. Select the Wave files you want to record from Explorer and drag them to the Audio CD Layout window.
5. To change the name of the song(s) see “Renaming Songs in Your CD Layout” on page 6-8.
6. Select **Create CD** from the File menu when you have finished adding all of the songs you want to record to your CD layout.

   The CD Creation Setup box appears.
7. Make changes, if any, to the CD Creation Setup settings (see “CD Creation Setup Settings” in the Easy-CD Audio Online Help for descriptions) and click **OK**.

   Easy-CD Audio begins recording your CD layout to a blank CD. A final message box notifies you when the recording is complete.

NOTE: To make a sleeve that lists the artist, CD title, and songs, see ”Chapter 7: Making Inserts and Labels”.

Pre-recording Audio Tracks to Wave Files

Pre-recording audio tracks to Wave files on your hard drive is a way to:

- Minimize swapping CDs in and out of your drive if you want to make more than one copy
- Add sound effects to customize the song (use a third-party sound editor)
- Improve the sound quality if your CD recording system is less than optimal

You can pre-record one Wave file at a time. To pre-record a Wave file from an existing CD, follow these steps:

1. Insert the source CD, which contains the song you want to pre-record to your hard drive, into your CD recorder.

2. Click the **Audio CD Layout** tab.

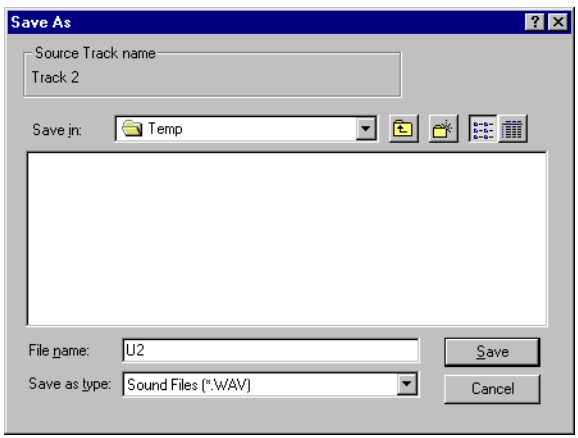
3. Select the audio track you want to pre-record from Explorer and drag it into the Audio CD Layout window.

4. Highlight the audio track in the Audio CD Layout window.

5. Select **Pre-record to WAV file** from the Track menu.

   NOTE: Pre-recording audio tracks to Wave files requires approximately 10MB of space on your hard drive for one minute of music.

6. Type in a file name for the Wave file and choose a different location on your hard drive if you do not want to record your Wave file to your Temp directory.



7. Click **Save.**

   Easy-CD Audio pre-records your Wave file to your hard drive. A final message box notifies you when the recording is complete.

Combining Both Audio Tracks and Wave Files

You can make a music CD that contains songs both from pre-recorded Wave files stored on your hard drive and from audio tracks on an existing music CD. To do so, follow the steps outlined in “Recording Audio Tracks from an Existing Music CD” on page 6-3 and “Recording Wave Files Stored on Your Hard Drive” on page 6-4, depending on the type of songs you want to record. Once you have added all of the audio tracks and Wave files you want to record to your CD layout, select **Create CD** from the File menu.

Modifying Your CD Layout

The following sections describe how to make changes to your CD layout.

Changing the Order of Your Songs

Once you have added more than one song to your CD layout, you can change the order of the songs at any time before creating the CD.

To change the order of the songs, follow these steps:

1. Select the song whose order you want to change in the CD layout.
2. Drag it to the position you want it to appear in the Audio CD Layout window.

Removing Songs from Your CD Layout

You can remove any song you have added to a CD layout at any time before you create a CD. To remove a song from your CD layout, follow these steps:

1. Select the song you want to remove in the Audio CD Layout window.
2. Select **Cut** from the Edit menu.

Renaming Songs in Your CD Layout

To rename a song listed in your CD Layout, follow these steps:

1. Select the song you want to rename in the Audio CD Layout window.
2. Select **Rename** in the Track menu.
3. Type in the new name in the text box.

Saving a CD Layout

You can create a CD layout, save it, then use it to record a CD later. To save a CD layout, follow these steps:

1. Select **Save As** from the File menu.
2. Type in the File name.
3. Select the location where you want to store the file.

Opening an Existing CD Layout

To open a CD layout you have previously saved:

- Select **Open CD Layout** from the File menu.

Easy-CD Audio displays the contents of the layout.

Playing Music CDs

Use the Windows 95 CD Player to listen to music CDs.

Getting Help

For setup and connection problems with your CD-RW drive, refer to the Troubleshooting section of the hardware guide.

For information about Easy-CD Audio refer to the appropriate topics in the Online Help. To access the Easy-CD Audio Online Help:

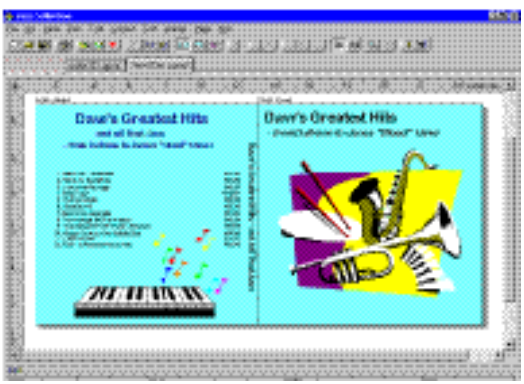
- Select **Help Topics** from the Help menu.

If you need further assistance, please contact Adaptec. The information and support services we offer are described in the Customer Support section at the end of this manual.

Chapter 7:
Making Inserts and Labels

A jewel case insert is a cover you can print and insert in the CD's *jewel case*—the plastic case that holds the CD—to indicate the title and contents of your CD.

The cover is printed on one side of a sheet of paper and then folded. One side lists the files or tracks and the other side shows the title and may also contain graphics.



Easy-CD Audio allows you to customize your own jewel case insert. Once you have edited the jewel case insert, you can preview it, print it, cut it to size, and insert it in the case.

You can also design and print a label for the top of the CD. You can use a standard printer if you use special paper designed for disc labels.

Starting Jewel Case Designer

There are two ways to start the Jewel Case Designer:

1. In Windows 95, click the **Start** button, select **Programs,** point to **HP CD-Writer Plus**, and select **Make Inserts and Labels.**
2. If you are already in Easy-CD Audio, click the **Jewel Case Layout** tab.

How to Make a Jewel Case Insert

When you make a music CD, Easy-CD Audio uses the CD layout information to create a basic jewel case insert, including the CD title, artist name, and list of songs. You can then click the Jewel Case Layout tab to modify and customize that information, such as changing font styles and adding graphics.

When you make a data CD, you can select **Make Inserts and Labels** from the program group to create your own custom jewel case insert.

Creating custom jewel case inserts involves three basic procedures:

- Editing inserts
- Adding text and graphics
- Printing

The following sections explain how to view and edit inserts, add text and graphics, and print jewel case inserts.

Editing Inserts

The following sections describe the different ways you can view and edit jewel case inserts before printing them.

Viewing Inserts

To view the different parts (pages) of the jewel case insert, follow these steps:

1. Click the **Jewel Case Layout** tab.

2. From the Page menu, select the part of the insert you want to view:

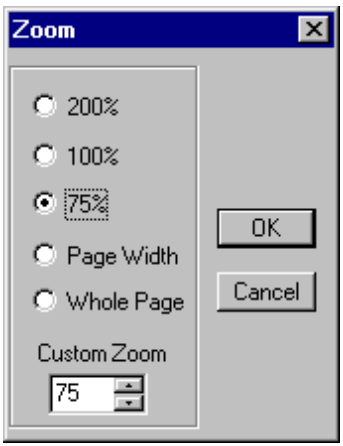
   - **Jewel Front**—to view the Inside Jacket and Front Cover
   - **Jewel Back**—to view the Back Cover
   - **Disc Printer**—to view the Compact Disc label

   Easy-CD Audio displays the view.

Zooming

To view a section of an insert page in greater detail, you can magnify the view. To change the magnification of the page, follow these steps:

1. Select **Zoom** from the Page menu.



2. Select the zoom level you want to apply.
3. Click **OK.**

   Easy-CD Audio changes the magnification level.

Using Rulers and Grids

You can use rulers and grids to position text and graphics on your jewel case insert. See “Setting Insert Layout Options” in the Easy-CD Audio Online Help to define your preferences.

Using Rulers

Rulers are displayed along the perimeter of the Jewel Case Layout window and help you to measure the insert and its objects.

To display or hide the rulers, do the following:

- Select the **Ruler** option from the View menu to view rulers.
- Deselect the **Ruler** option from the View menu to hide rulers.

Using Grids

Grids help you to more precisely position objects on the insert with respect to other objects on the physical page.

To snap objects to a grid—meaning the objects are automatically moved to the grid line—do the following:

1. Select **Grid** from the Layout menu.
2. Select **Snap to Grid** from the Layout menu.

The objects snap to the nearest grid marker when you move them around on the page.

To display or hide the grids, do the following:

- Select the **Grid** option from the Layout menu to view grids.
- Deselect the **Grid** option from the Layout menu to hide grids.

Positioning Inserts

You can position the insert at any location on the physical page. For an approximate position, use the box at the intersection of the two rulers.

To position the insert, follow these steps:

- Drag the box at the intersection of the ruler to the position on the page where you want the upper left corner of the insert to be located.

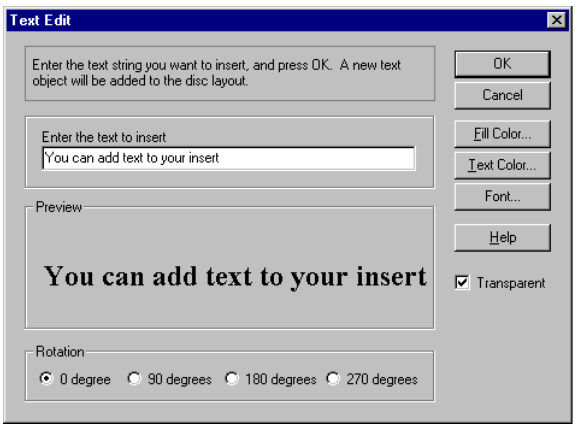
For more precise control over the position of the insert, use the Origin settings in the preferences. See “Setting Insert Layout Options” in the Easy-CD Audio Online Help.

Adding Text

You can add as much text as you like to the jewel case insert. When you add text, you can define some attributes, such as font style, color, and background fill color.

To add text, follow these steps:

1. Select **Insert Text** from the Edit menu.



2. Type the text in the Text box.

3. Select the text attributes you want to use:

Attribute	Description
Fill Color	Select the color you want surrounding the text. NOTE: When text is marked Transparent—meaning that you can see the background behind the text— you can not define a fill color.
Text Color	Select the color of the text.
Font	Select the font, style, and size of the text.

4. Click **OK.**

The text is added where the cursor is located on the Jewel Case Layout window.

Editing Text Objects

To change the attributes of any text object in the jewel case layout, follow these steps:

1. Double-click the text object you want to edit.
2. Select the text attributes you want to change. See “Adding Text” on page 7-5.
3. Click **OK.**

Adding Graphics

The graphics used in Easy-CD Audio are called OLE objects. OLE is a Windows feature that maintains associations with objects across different applications. For example, if you add OLE objects to inserts, you can double-click the object to open the associated application so you can edit the object.

To create and insert an OLE object, follow these steps:

1. Select **Insert New Object** from the Edit menu.
2. Select the **Create New** option.
3. Select the application in which you want to create the object in the Object Type drop-down list box.
4. Click **OK.**

The graphic appears in the Jewel Case Layout window.

NOTE: See the Easy-CD Audio Online Help for information on editing and moving objects.

Arranging Track Titles

Information about tracks listed in the Audio CD Layout is automatically added to the Jewel Case Layout window. If you delete tracks while making an audio CD, the associated information is automatically updated in the Jewel Case Layout tab.

Deleting tracks while making an audio CD may cause blank rows to appear in the tracks list of the Jewel Case Layout tab. Therefore, if you make changes to the track list that affect the position of the tracks on the Jewel Case Layout window, Easy-CD Audio asks if you want the tracks automatically repositioned.

The Jewel Case Layout tab provides some commands that let you create columns of track information, display the length and number of each track, and automatically position tracks on the layout for better positioning.

The following sections describe different ways you can arrange the tracks in the Jewel Case Layout.

Creating Track Column Lists

You can arrange the track information boxes:

- Randomly by dragging them to new positions in the Jewel Case Layout window, or
- In a linear list with one or two columns.

To create a track list:

- Select **One Column** or **Two Column** from the Text menu.

Displaying Track Numbers and Duration Times

Easy-CD Audio includes the track number and duration time for each audio track. The track number indicates the order in which the audio tracks are recorded. The duration time is shown in minutes and seconds.

To display the track numbers:

- Select **Display Track Number** from the Text menu.

To display track duration times:

- Select **Display Track Time** from the Text menu.

Fitting Tracks on a Page

Fitting tracks means all the track information is centered on each page and aligned along the first character of each track.

You can move track titles from the inside jacket and the back cover to the front cover. However, Best Fit will move tracks back to their original location.

To fit the tracks on the page as described above:

- Select **Best Fit** from the Arrange menu.

Printing Jewel Case Inserts

You can print a jewel case insert while the Jewel Case Layout tab is open. The commands and options available for printing depend on the type of printer that is connected to your computer. For information about these options, see your printer's guide.

To print a jewel case insert or a disc label, follow these steps:

1. Select **Print** from the File menu.
2. Click **OK.**

To preview an insert before printing it:

1. Select **Print Preview** from the File menu.
2. Click **OK.**

Getting Help

For setup and connection problems with your CD-RW drive, refer to the Troubleshooting section of the hardware guide.

For information about making jewel case inserts, refer to the appropriate topics in the Easy-CD Audio Online Help. To access the Easy-CD Audio Online Help:

- Select **Help Topics** from the Help menu.

If you need further assistance, please contact Adaptec. The information and support services we offer are described in the Customer Support section at the end of this manual.

Chapter 8:
Copying CDs

The most common use for making a copy of a CD is to create a working copy of a CD and archive the original in a safe place.

NOTE: CD Copier is designed to assist you in reproducing material in which you own the copyright or have obtained permission to copy from the copyright owner. Unless you own the copyright or have permission to copy from the copyright owner, you may be violating copyright law and be subject to payment of damages and other remedies. If you are uncertain about your rights, contact your legal advisor.

What Kinds of CDs Can I Copy?

Using CD Copier, you can make backup copies of almost any type of CD. The following table lists the types of CDs that can be copied and some notes about making backup copies:

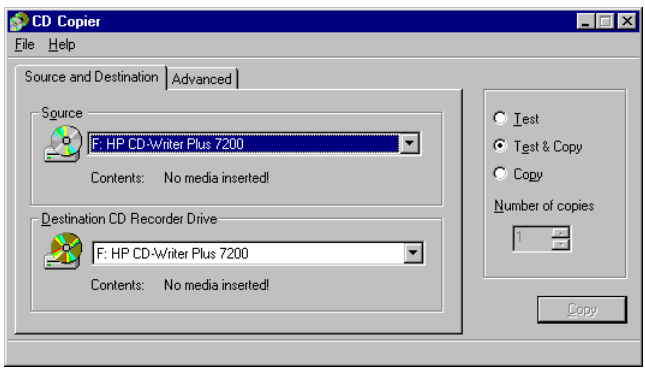
Type of CD	Notes
Audio	If you are using a drive other than a CD-R or CD-RW drive, a source CD-ROM drive capable of reading audio digitally is required. Not all drives support digital audio extraction. See “Testing Your System Configuration” in the CD Copier Online help. (Easy-CD Audio tests your drive to determine its capabilities when the source CD is inserted.) *CAUTION: This release of CD Copier supports copying CDs in Track-at-Once mode. This means that there is a two-second gap of silence between tracks.*

Type of CD	Notes
DirectCD Discs	Some CD-ROM drives may not be able to read a DirectCD disc. If you have a CD-ROM drive that is multiread capable, there should be no problems.
Mixed-Mode	Mixed results. Some CDs copy perfectly; others do not, possibly because the CD is formatted to circumvent copying or because some CDs do not follow the standard specifications.
CD Extra	Some audio may be lost if there is less than a two-second gap on the source CD.
Photo CD	Requires a source CD-ROM drive capable of reading CD-ROM XA. Most current CD-ROM drives support this.
Video CD	Requires a source CD-ROM drive capable of reading CD-ROM XA. Most current drives support this.

Starting CD Copier

You can open CD Copier from the Start button in the Windows 95 taskbar. To do so, follow these steps:

1. In Windows 95, click the **Start** button located on the left side of the taskbar.
2. Select **Programs**, point to **HP CD-Writer Plus**, and select **Copy CDs.**



The CD Copier Source and Destination tab appears.

How to Make a Copy of a CD

To make a backup copy of a CD, follow these steps:

1. Select the source drive from which you want to copy the CD. This can be your CD-R, CD-RW, or CD-ROM drive. See “Source CD-ROM Drives for CD-to-CD Copying” in the CD Copier Online Help if you are going to copy directly from a CD-ROM drive.
2. Select the destination drive that contains the blank CD. This is your CD-RW drive.
3. Make changes, if any, in the Advanced tab settings. See “CD Copier Advanced Tab Settings” on page 8-4.
4. Select one of the following options:
   - **Test**—Select this option to perform a test in which the files to be recorded are passed to the CD recorder. No information is recorded to the CD. Use this option if you have made any changes to your CD recorder setup.
   - **Test & Copy**—Select this option to perform a test in which the files to be recorded are passed to the CD recorder. Recording begins after a successful test.
   - **Copy**—Select this option when you do not want to perform the test. Use this option if you have successfully recorded a number of similar CDs and you have not made any changes to your CD recorder setup.
5. Select the number of copies you want to make.
6. Click **Copy** to begin recording a copy of your CD.
7. Follow the on-screen instructions and insert a blank CD when prompted.

   CD Copier begins copying the files and folders from your source to a blank CD. A final message box notifies you when the copying is complete.

CD Copier Advanced Tab Settings

Setting	Description
Current CD Recorder Speed	Select the speed at which you want to create the backup copy of the CD. For greater certainty, record at 1x.
Disc Copy	Select this option to copy the source CD to your hard drive first to speed up the recording process if you are making more than one copy of a CD. Once the source has been copied to your hard drive, CD Copier records the disc copy to the CD.
Select Location	To make a disc copy, type in a different location to store the image file if you do not want to use the Temp directory.

Getting Help

For setup and connection problems with your CD-RW drive, refer to the Troubleshooting section of the hardware guide.

For information about CD Copier refer to the appropriate topics in the Online Help. To access the CD Copier Online Help:

- Select **Help Topics** from the Help menu.

If you need further assistance, please contact Adaptec. The information and support services we offer are described in the Customer Support section at the end of this manual.

Chapter 9:
HP Simple Trax

Welcome to HP Simple Trax

HP Simple Trax protects your data by copying files and folders to a CD and saving information about them in the Simple Trax information vault on your hard drive. This makes it easy for you to find and retrieve any protected version of a file you need.

HP Simple Trax is designed to work just the way your Windows Explorer works. You can drag and drop items or use the menus. You can also click on items with the right mouse button to use the popup menus. Use your favorite method or try a new one.

The installation program will place the HP Simple Trax icon on the desktop and under My Computer. When you open or explore the Simple Trax icon, instead of folders, you see icons representing all the CDs you have used to protect your files with HP Simple Trax. You can see which files and folders are in each CD without putting a CD in your CD-Writer. Retrieving one or more files or folders from a CD is a snap — just treat the Simple Trax folder as a regular CD drive and copy the files using HP Simple Trax's handy popup menus. HP Simple Trax asks you for the correct CD(s) as needed to retrieve the selected files.

You don’t have to log or track what is stored on your CDs, HP Simple Trax does it for you automatically. You can create a list of important files or folders that you want to protect regularly and even schedule protection to take place automatically when you are not using your computer. It's that easy to protect all your important information!

With HP Simple Trax, your important files are secure and easy to retrieve. You can even retrieve older versions of files, allowing you to undo major revisions or changes. HP Simple Trax also helps you find the file(s) you want to retrieve, including specific versions of a file, with its search option.

HP Simple Trax is installed along with your other CD-Writer Plus software. No special installation or configuration is necessary. All you need to do before using HP Simple Trax is to prepare a CD for writing with your CD-Writer Plus. The method to prepare a CD can be found on page 5-2.

This chapter shows you how to:

- Protect files and folders on CD
- Create a Protection List
- Schedule a protection session to run automatically
- Retrieve protected files and folders
- Search the HP Simple Trax information vault
- Use the HP Simple Trax Control Panel

For more complete information on any topic see the on-line help.

Protecting Files and Folders Immediately

To protect files and folders immediately:

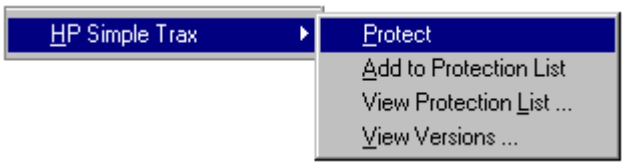
1. Place the CD you want to use to protect information into your CD-Writer Plus.

2. Run Explorer by clicking the **Start** button, pointing to **Programs**, and clicking **Windows Explorer**.

3. Click the file or folder you want to protect with the right mouse button. A popup menu appears.

   To select multiple files or folders within a single folder, press and hold the CTRL key while clicking the desired items with the left mouse button. Then release the CTRL key and click with the right mouse button.

4. Point to **HP Simple Trax** and click **Protect...** from the HP Simple Trax menu.



The View Versions option only appears if you have selected a single file.

HP Simple Trax copies the selected file(s) and folder(s) to the CD in your CD-Writer Plus and places information about the protected files into its information vault.

If the CD you placed in your CD-Writer Plus has not been used with HP Simple Trax before, the program prompts you to type a name to identify the CD. This name is used only in the HP Simple Trax information vault. Be sure to write the same name on the CD label.

NOTE: When you use Direct CD to write to your CD-Writer Plus directly, as described in chapter 5, HP Simple Trax does not save any information about this operation in its information vault. For HP Simple Trax to save information about the files you are protecting you must use the HP Simple Trax popup menus as described above, drag and drop to the HP Simple Trax icon, or copy and paste on the HP Simple Trax icon.

Creating a Protection List

The HP Simple Trax Protection List contains all files and folders you have designated for protection. You can then schedule a protection session to copy all items in the Protection List to a CD at once. This is a much more efficient method of protecting your important information because it copies all designated files and folders in one operation, saving you time and effort.

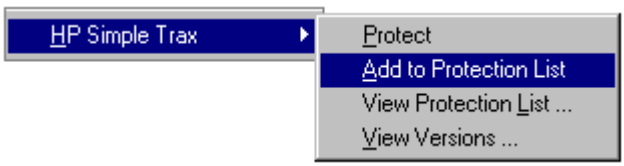
To add files and folders to the Protection List:

1. Run Explorer by clicking the **Start** button, pointing to **Programs**, and clicking **Windows Explorer**.

2. Click the file or folder you want to protect with the right mouse button. A popup menu appears.

   To select multiple files or folders within a single folder, press and hold the CTRL key while clicking the desired items with the left mouse button. Then release the CTRL key and click with the right mouse button.

3. Point to **HP Simple Trax** and click **Add to Protection List** from the HP Simple Trax menu.



   The View Versions option only appears if you have selected a single file.

   HP Simple Trax places the selected file(s) and folder(s) in the Protection List.

4. Repeat steps 2 and 3 for any other files or folders that you want to add to the Protection List.

   To protect the files and folders in the Protection List, use the HP Simple Trax Control Panel Schedule Setup tab. See the next section or the HP Simple Trax Control Panel section later in this chapter for more information.

Scheduling a Protection Session to Run Automatically

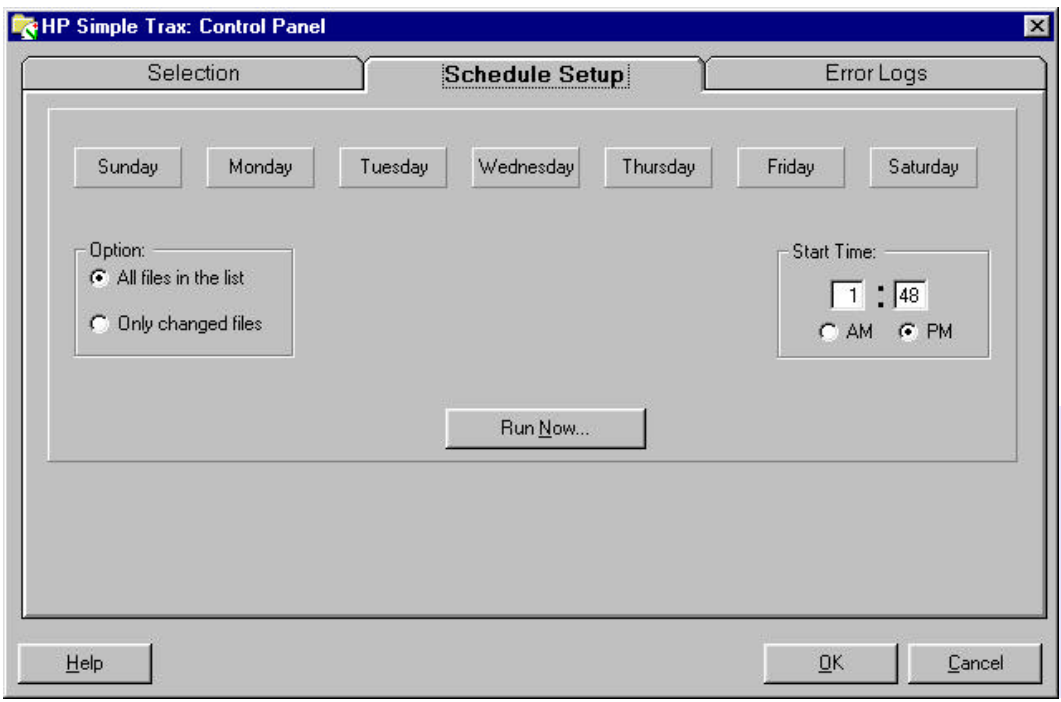
HP Simple Trax allows you to schedule a protection session to run at a specified time on selected days. Scheduled sessions automatically protect all files and folders in the Protection List so you don't have to remember to do so. You can even schedule a protection session to run in the middle of the night or any other time your computer is on but not in use.

For a scheduled protection session to run unattended you will need to have a CD that already has a name for use in HP Simple Trax. If it is the first time you use the CD in HP Simple Trax the software will prompt you to type a name to identify the CD when the session begins.

To schedule a protection session:

1. Double-click the **HP Simple Trax Control Panel** shortcut on your desktop or click the **Start** button and point to **Programs**, then to **HP CD-Writer Plus**, then to **HP Simple Trax**, and select **Control Panel** from the HP Simple Trax menu.

2. Click the **Schedule Setup** tab. The following screen appears:



3. Use the row of buttons along the top of this tab to select the day(s) to perform a scheduled protection session. Click the desired day button(s).

4. Set the time you want the scheduled protection session to start on the selected day(s).

5. Select the desired protection option:

- **All files in the list:** Protects every item in your Protection List, whether changed or not.
- **Only changed files:** Protects only those items in your Protection List that have changed since the last protection session.

6. Click **OK** to schedule the protection session.

   Be sure to place the desired CD in your CD-Writer Plus before the scheduled protection session is set to begin. Since the first time you use a CD in HP Simple Trax the program prompts you to type a name to identify the CD, make sure you have already used the CD in HP Simple Trax for the scheduled protection session to run unattended.

   Leave your computer on so the scheduled protection session can run.

   Click **Run Now** if you want to protect the items on your Protection List immediately. The protection session will still run as scheduled.

Retrieving Protected Files and Folders

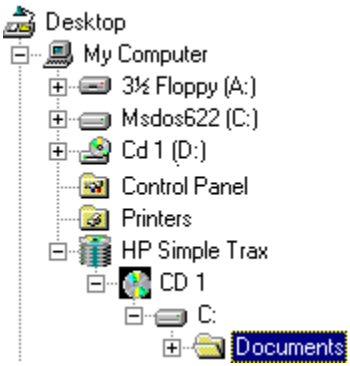
Retrieving protected files and folders using HP Simple Trax is very quick and easy. You don't need to insert a CD into your CD-Writer Plus before the retrieval actually begins. HP Simple Trax shows you all the files and folders you have protected on all CDs and prompts you for the correct CD(s) during the retrieval process. Since HP Simple Trax automatically gives you the most recent version available of a file you may have to insert a CD you didn't expect to.

To retrieve protected files and folders:

1. Run Explorer by clicking the **Start** button, pointing to **Programs**, and clicking **Windows Explorer**.

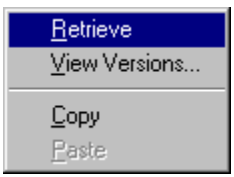
2. Double-click the **Simple Trax** icon.

3. Double-click the CD label for the CD from which you want to retrieve files or folders. Open the folder containing the file(s) and folder(s) you want to retrieve.



If you do not know which CD contains the files or folders you want to retrieve, click the **Tools** menu, point to **Find**, and click **In Simple Trax...** to use HP Simple Trax Find feature.

4. Click the file or folder you want to retrieve with the right mouse button. A popup menu appears.



The View Versions option only appears when you right-click on a file.

To select multiple files or folders within a single folder, press and hold the CTRL key while clicking the desired items with the left mouse button. Then release the CTRL key and click with the right mouse button.

5. Click Retrieve from the popup menu.

6. Set the retrieve options:

   - Make sure **Ask before overwriting files** is checked to prevent retrieved files from overwriting existing files of the same names without HP Simple Trax prompting you to do so first.

- Make sure **Include subdirectories** is checked to retrieve all subdirectories in the selected folder. (This option is useful only if you have selected one or more folders.)
- Click **Copy files to an alternate location** and type the desired drive and path or click **Browse** and select the new location from the list of folders on your hard disk(s).

NOTE: If you choose to retrieve the selected files or folders to an alternate location, all of the retrieved files are removed from the original folders and subfolders and are placed in the alternate location. If you want to keep the directory information either drag and drop the items or use copy and paste.

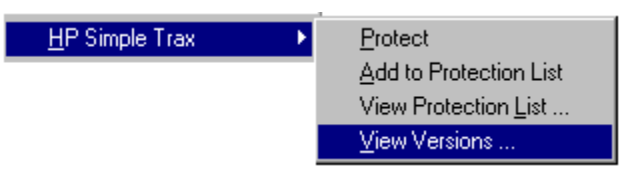
7. Click **OK** to continue.
8. Insert the correct CD if it is not already in your CD-Writer Plus. HP Simple Trax prompts you for the required CD.
9. Confirm that you want to replace existing files, if prompted to do so.

   HP Simple Trax retrieves the most recent versions of files that you selected. In order to do this HP Simple Trax may prompt you for different CDs depending where the most recent version was copied.

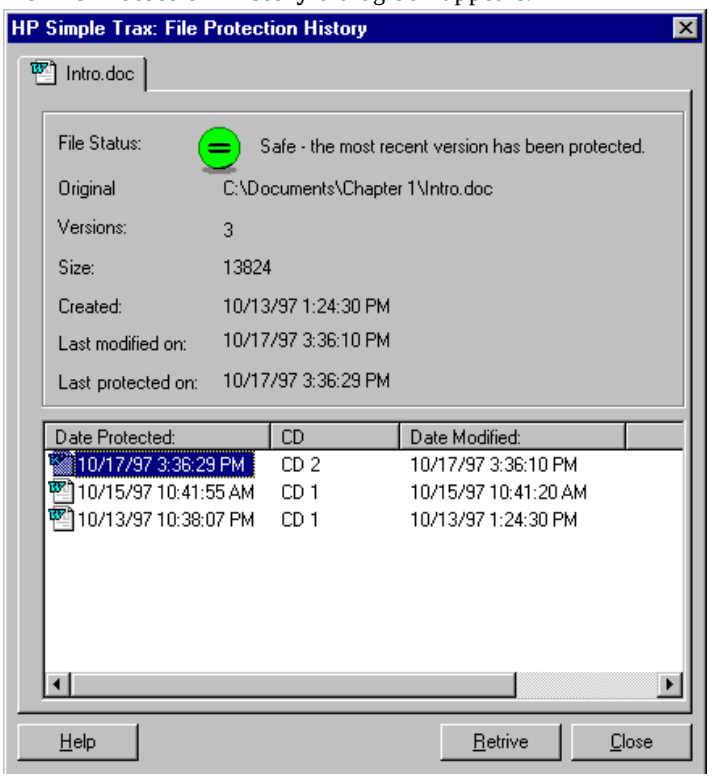
   TIP: If you are using multiple CDs disable the DirectCD banner.

   You can also retrieve earlier versions of a file using the **View Versions** option. This option will bring up the **File Protection History** dialog box, which lists all the protected versions of the file. The most common reason for retrieving an older version of a file is to undo major revisions or changes.

   To display the **File Protection History** dialog box run Explorer, click the file on your hard disk that you want to examine with the right mouse button, point to HP Simple Trax on the popup menu, and select **View Versions**. You can also double-click the HP Simple Trax icon, click the file you want to examine with the right mouse button, and select **View Versions**.



The **File Protection History** dialog box appears:



To retrieve an older version of a file, click the desired file version in the File Protection History dialog box and click the Retrieve button. Older versions of a file can only be retrieved one at a time.

Searching the HP Simple Trax Information Vault

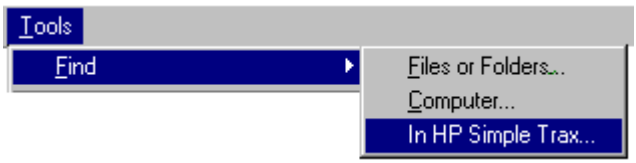
HP Simple Trax helps you find protected files in the HP Simple Trax information vault so that you can see if a file has been protected, see when it was last protected, and retrieve it if desired.

To find protected files in the HP Simple Trax information vault:

1. Run Explorer by clicking the **Start** button, pointing to **Programs**, and clicking **Windows Explorer**.

2. Double-click the **HP Simple Trax** icon.

3. Click the **Tools** menu, point to **Find**, and click **In Simple Trax...** to display the Find dialog box.



4. In the **Named** box, type all or part of the filename you want to find.

   You can use a file filter to search for files or folders based on name patterns.

   A file filter is a generalized description of a filename composed of a partial filename and one or more of the wildcard characters. The wildcard characters take the place of one or more letters or numbers to help you find a file whose name you do not know or specify a group of files with similar names. The wildcard characters are:

   * = any number of characters

   ? = a single character

   Examples:

   - To find all files that end in .txt, type *.txt
   - To find all files that end in .wp and one additional character, type *.wp?
   - To find all files that begin with report and have any extension, type report.*

5. To limit the search to a specific CD, drive, or folder, click the desired CD, drive, or folder in the **Look in:** box.

6. Click **Find Now** to begin searching.

   If you want to stop the search click **Stop**.

If you do not know the name of the file(s) or folder(s) you want to find, click the **Date** tab to search the information vault for items created, modified, or protected during a specified period of time.

Click a file with the right mouse button to retrieve it or view protected versions.

The HP Simple Trax Find menu provides additional options. Refer to the on-line Help for complete information.

HP Simple Trax Control Panel Overview

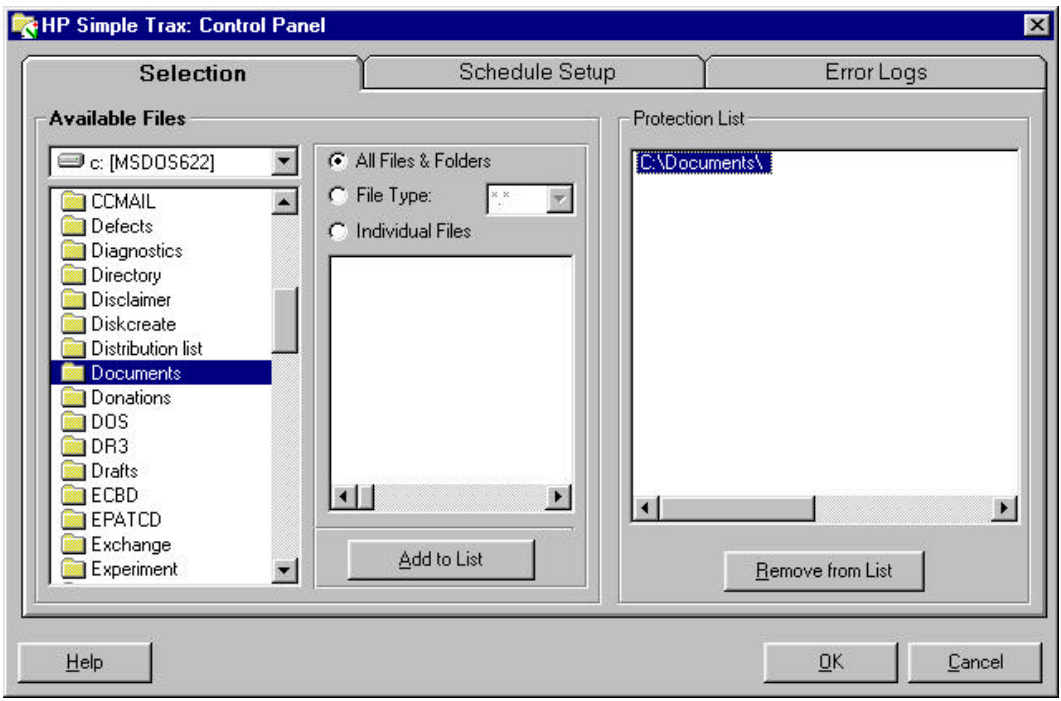
The HP Simple Trax Control Panel provides access to many HP Simple Trax options. The HP Simple Trax Control Panel has three notebook tabs that organize the available functions:

- **Selection:** The Selection tab gives you full control over the HP Simple Trax Protection List, allowing you to add and remove files and folders as needed to protect your valuable information.
- **Schedule Setup:** The Schedule Setup tab allows you to schedule automatic protection of all items in the Protection List.
- **Error Logs:** An error log is automatically created during every protection or retrieval session whether or not an error occurs. You may wish to consult the error log for additional information in the event that an error message appears during an operation.

To run the HP Simple Trax Control Panel, double-click the **HP Simple Trax Control Panel** shortcut on your desktop or click the **Start** button, point to **Programs**, then to **HP CD-Writer Plus**, then to **HP Simple Trax**, and click **Control Panel**.

Selection Tab

The Selection tab gives you full control over the HP Simple Trax Protection List, allowing you to add and remove files and folders as needed to protect your valuable information.



The HP Simple Trax Control Panel Selection tab is divided into two sections:

Available Files

- Drive List: Choose the drive you want to work with from this drop-down list.
- Folder List: Click the folder you want to open.
- File List: Displays the files in the selected folder that meet the criteria specified by the File Selection radio buttons.
- File Selection Radio Buttons: Control how files are displayed and selected for protection. There are three options:

1. **All Files & Folders:** Selects all files and any subfolders in the current folder for protection. The contents of the current folder appear in the File List.
2. **File Type:** Specifies the type of files that are selected for protection and displayed in the File List. Type the desired file filter in the accompanying combo box or select a file filter you have used before from the drop-down list. Only filters of the form *.??? are allowed. Some examples of these filters are *.bmp, *.doc, and *.txt. The advantage of using a file type when creating a Protection List is that future files of that type are automatically included.
3. **Individual Files:** Allows you to choose the specific files to be protected from the File List. Click the desired file(s).

- **Add to List** Button**:** Adds the selected files to the Protection List.

Protection List

- **Protection List:** Contains all files and folders you have designated for protection. You can then schedule a protection session to copy all items in the Protection List to a CD at once.
- **Remove from List Button:** Click the items you want to remove from the Protection List and click this button.

Schedule Setup Tab

The Schedule Setup tab allows you to schedule automatic protection of all items in the Protection List.

The controls on this tab are contained in a single group:

- **Day of the Week Buttons:** Use this row of buttons to select the day(s) on which to perform a scheduled protection session. You can click as many days as desired. The selected day buttons remain pressed. To remove a day from the schedule, click the desired button.
- **Options:** These radio buttons set the protection options.

  All files in the list: Protects every item in your Protection List, whether changed or not.

  Only Changed files: Protects only those items in your Protection List that have changed since the last protection session.
- **Start Time:** Type the time at which the scheduled protection session is to begin. The Start Time is the same for all selected days.

- **Run Now... Button:** Click this button to protect all items in your Protection List immediately.

Error Logs Tab

An error log is automatically created during every protection or retrieval session whether or not an error occurs. You may wish to consult the error log for additional information in the event that an error message appears during an operation.

The controls on this tab are contained in a single group:

- **Error Log List:** This portion of the tab displays information about the error logs and allows you to select a specific error log so that you can get more information on any errors that occurred.
- **View Button:** Click the error log you want to open and click this button. Use this option to see the details of any errors that occurred. The information contained in the error log can help you solve the problem.
- **Delete Button:** Click the error log you want to delete and click Delete.

CAUTION: When you delete an error log, it cannot be restored.

- **Keep last *x* error log entries:** Click this radio button to set the number of error log entries HP Simple Trax is to keep. Type the number of error logs to keep or use the spin buttons to set the desired number. When this number is exceeded, the oldest error log is automatically deleted.
- **Keep all error log entries:** Click this radio button to keep all error log entries. You can then delete unwanted entries manually using the Delete button.

HP Simple Trax's seamless integration to Explorer makes protecting and retrieving your valuable information easy. Schedule protection sessions of your important documents so that they will always be available. Keep your hard drive from getting cluttered by versions of files you think you might want in the future by protecting them with HP Simple Trax.

Chapter 10:
Adobe PhotoDeluxe™

Welcome to Adobe PhotoDeluxe™

PhotoDeluxe software makes it easy to be creative with your own photographs. Instead of simply viewing photos in frames or albums, with PhotoDeluxe you can use your photographs to make calendars, cards, and T-shirts, or to add a very personal touch to your gifts. And you'll have fun doing it.

Registration

We are confident that you will find PhotoDeluxe both fun and rewarding. So that we can continue to keep you informed about updates to Adobe PhotoDeluxe and offer you technical support, please register your software by using the online registration software provided.

Starting PhotoDeluxe

In Windows, click the **Start** button, click **Programs**, click **Adobe**, click **PhotoDeluxe 2.0**, and click **Adobe PhotoDeluxe 2.0**.

NOTE: When using PhotoDeluxe, keep the HP SureStore Plus CD in your CD-ROM drive as much as possible. Although the CD is not required to use the program, you will need it when you want to use the sample photos and clip art or use the guided activities stored on it.

If You have Problems

For solutions to problems you encounter while using the program, see the topic “Troubleshooting” in online Help. For important information that became available after this book went to press, see the Readme file installed in the same folder as PhotoDeluxe.

Adobe also provides technical documents that address many problems. Technical documents are freely available on the Adobe Systems World Wide Web site at *http://www.adobe.com/supportservice/custsupport*. Access to the web site is only in English and there is limited content in other languages.

Learning PhotoDeluxe

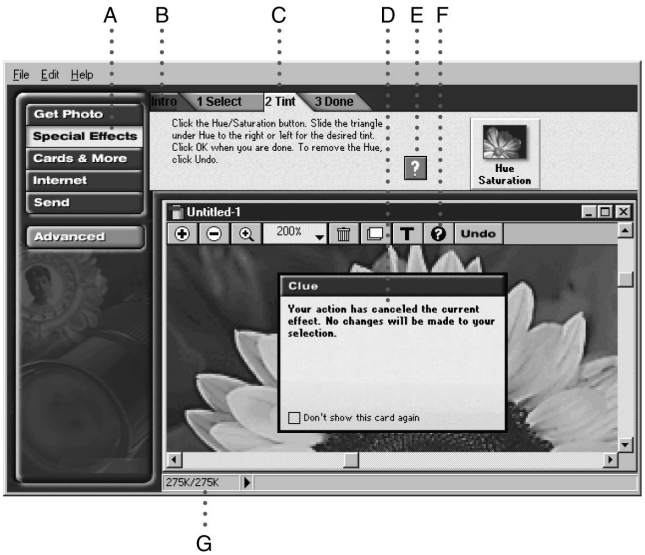
Use this guide to become familiar with the process of editing and using photos in PhotoDeluxe. For complete information about tools and commands, see the comprehensive online Help topics. You can read online Help topics at any time by clicking a Help button.

NOTE: Help buttons appear in guided activity steps and in the toolbar. If you don’t have a photo window open you can still use online Help by choosing a command from the Help menu.

In addition to this guide and the online Help, the documentation for this program includes the tour movie on the HP SureStore Plus CD, which demonstrates some PhotoDeluxe fundamentals. The movie is provided only in English.

Looking at PhotoDeluxe

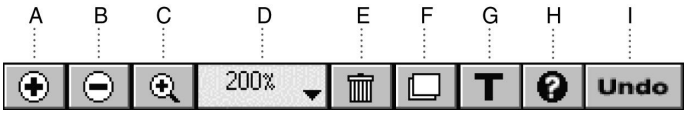
PhotoDeluxe is organized so that the most important tools are ready when you need them. Step-by-step guided activities make projects easy.



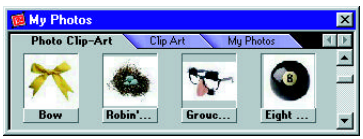
A. Buttons organize guided activities into categories. B. Introduction (Intro) tabs acquaint you with each section or guided activity. C. Numbered tabs guide you through steps in order. D. Clue cards guide you with information about a step. E. Square Help buttons provide specific information within steps. F. Round Help buttons display the table of contents for online Help where you can get information about any tool or command. G. The status bar tells you how much memory your photo uses.

Toolbar and Photo Organizer

You'll find the toolbar at the top of the photo window.



A. Zoom In button magnifies an image. B. Zoom Out button reduces an image. C. Zoom tool magnifies the area you click or drag across. D. Zoom menu lets you choose a magnification. E. Trash Can button deletes the selected object. F. Object-order menu button provides options for overlapping objects. G. Text tool lets you add text to a photo. H. Help button opens online Help. I. Undo button reverses your most recent change to the photo.

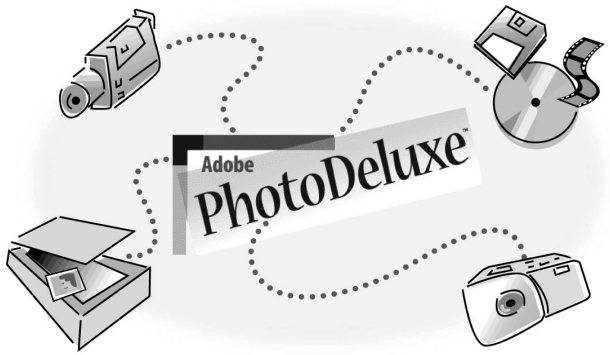


When you use a *gallery*, or photo collection, the photo organizer appears. The photo organizer floats above other windows.

Getting a Photo into PhotoDeluxe

Adobe PhotoDeluxe works with photos that are already stored as digital files. If your photos are stored on your computer, on a disk, or on CD, or if you are using a camera or scanner connected to your computer, then you are working with digital photos. If your photos are in the form of prints, slides, or negatives, they're not digital yet. You can make digital photos with a digital camera, scanner, video-capture device, or a digital photo-finishing service. PhotoDeluxe recognizes many kinds of digital photo files and can work directly with many brands of scanners and cameras.

If you don't have any digital photos yet, you can still use PhotoDeluxe with any sample photo from one of the photo organizer galleries stored on the HP SureStore CD.



Using the Get Photo Button

The Get Photo button gives you access to all of the ways you can get a digital photo into PhotoDeluxe.

To get a photo:

1. Click the **Get Photo** button and read the information under the **Intro tab** that appears. Then click the **Get Photo** tab.

2. Click the button for the location where the photo is coming from. It's either on your computer, on a disk, or you're about to create it using a connected device such as a scanner, camera, or video-capture device. Follow the on-screen instructions.

3. As necessary, complete any dialog boxes that appear. The options that appear vary depending on the device you're using, so you may have to consult the instructions that came with the device. When you finish, PhotoDeluxe converts the photo into its own file type to give it access to

all the features in the program. The photo appears in the photo window, ready for use in PhotoDeluxe.

- If you get the photo from outside PhotoDeluxe, it opens as an untitled photo so it's important to save it right away. A quick way to do this is to drag the photo into the My Photos gallery in the photo organizer.

4. Click the **My Photos** button. When the My Photos window opens, drag the photo there.

Getting a Photo from the Photo Organizer

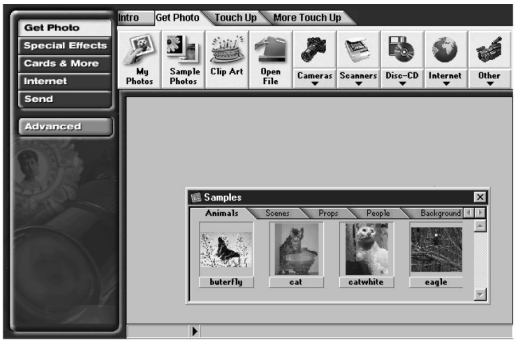
Adobe PhotoDeluxe comes with a photo organizer that appears as a floating window where you can organize your photos. You can get or store photos by dragging photos out of or into the photo organizer window.

The photo organizer stores sets of photos in galleries. You can create your own galleries and add or remove photos from them. PhotoDeluxe includes the Sample Photos and Clip Art galleries, which you can find using the Get Photo button. Unlike galleries you create, the Sample Photos and Clip Art galleries are permanently stored on the HP SureStore Plus CD, so you cannot change them.

To get a photo from My Photos, Sample Photos, or Clip Art:

1. Insert the HP SureStore Plus CD into your CD drive.

2. Click the **Get Photo** button, click the **Get Photo** tab, and then click the **My Photos**, **Sample Photos**, or **Clip Art** button. The gallery appears in a photo organizer window.



3. Drag a photo from the photo organizer window to the PhotoDeluxe window.

NOTE: You can also just double-click a photo in the photo organizer window.

Saving and Printing your Photos

When you finish working on a photo, you can send the photo to your hard disk, another program or computer, the Internet, or to a printer.

Saving your Work

Changes you make to a photo occur only in your computer's RAM (temporary memory) and are not permanently recorded until you save the photo to disk. Therefore, as soon as you get a photo into your computer it's a good rule to save the photo immediately and to save often, usually after any successful change to the image. The most convenient way to store photos is to drag them to the My Photos gallery in the photo organizer included with PhotoDeluxe.

To move a photo to the photo organizer:

1. If the My Photos window isn't already open, click the **Get Photo** button, click the **Get Photo** tab, and then click the **My Photos** button.

2. Drag the photo to the My Photos window.

NOTE: If you are not using the Object selection tool, choose it before dragging to the My Photos window.

To save changes to a photo:

- With the photo window open and in front, choose the **Save** command from the File menu.

Sending Photos to Another Program or Computer

PhotoDeluxe can package photos using any of several file formats, making it easy to transfer photos to another program or computer. Different file formats exist because each has characteristics that work best for a specific purpose. For example, the JPEG format works well for Internet photos, and the TIFF format works well for desktop publishing.

To prepare a photo for use in a Web page or e-mail message:

1. With a photo open, complete any activity you may be using, click the **Send** button, and then click the **To Internet** tab.

2. Click the button that matches the destination of your photo, and follow the instructions on the tabs.

To send a photo to a file format for use in another program:

1. With a photo open, complete any activity you may be using, click the **Send** button, and then click the **To Disk** tab.

2. Click the **Export** button and then click the **1 Export** tab.

Click the button that matches how the photo will be used. The following list of typical uses can help you choose:

- To make a photo you can use on a World Wide Web page, click **GIF Format**.
- To make a photo that will print well from a desktop-publishing program, click **Other Export**, and then choose **EPS** or **TIFF** from the Save As menu.
- To make a photo readable on many kinds of computers and over the Web (using free Acrobat Reader software), click **Create Acrobat File**.
- To make a photo that displays well on a system that cannot display more than 256 colors, click **Index Color**.
- To make a black-and-white version of a color photo, click **Grayscale**.
- To save in another format not already mentioned, click **Other Export** and then choose a file format from the Save As menu.

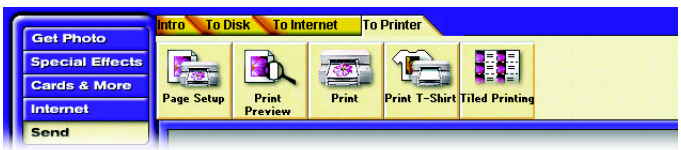
3. Specify a location and filename for the photo, and click **Save**. After PhotoDeluxe finishes saving the photo, click **Done**.

Printing a Photo

You can print completed photos or projects with your printer. To prevent mistakes and save paper, use Print Preview to check the size of the photo on the paper you selected and confirm settings in Page Setup before you actually print.

To check the photo size in Print Preview:

1. Click the **Send** button at the upper left corner of the screen. Click the **To Printer** tab and then click the **Print Preview** button.



2. After the photo appears on the preview of the printed page, see if the entire photo fits within the page boundary. If it doesn't, you may want to use Page Setup to change the page size or orientation or use PhotoDeluxe to resize or rotate the photo so it fits.

To check Page Setup options:

1. Click the **Send** button at the upper left corner of the screen. Click the **To Printer** tab and then click the **Page Setup** button.
2. Specify the options you want and then click **OK**.

To print a photo:

1. Click the **Send** button at the upper left corner of the screen, click the **To Printer** tab, and click the **Print** button.
2. Select the options you want from the top half of the Print box.

   NOTE: The Print Range option applies only to guided activities that create more than one page.
3. Select a PhotoDeluxe Output Quality setting from the bottom half of the Print box and click **OK**.

To print multiple copies on a single page:

1. Click the **Send** button at the upper left corner of the screen, click the **To Printer** tab, and click the **Tiled Printing** button.

2. Specify the number of copies you want on the same page for Copies Across and Copies Down and then click **Print**.

Touching Up a Photo

Not all photos are perfect right out of the camera. You can correct common photo problems using the Touch Up and More Touch Up tabs. They are located next to the Get Photo tab so that you can correct common problems as soon as you start using a photo.

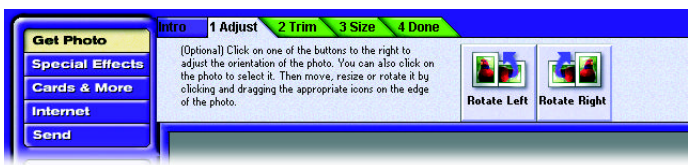
To use a Touch Up Activity:

1. Click the **Get Photo** button, click the **Get Photo** tab, and open a photo using one of the available buttons.

2. Click the **Touch Up** or **More Touch Up** tab.

3. Click the button for the adjustment you want to use and follow the step-by-step tabs for the button you clicked.

4. Click the step tabs in order and click **Done** when you complete all of the steps. PhotoDeluxe displays Clue cards to help you through the steps.


Get Photo
Special Effects
Cards & More
Internet
Send
Intro
1 Adjust
2 Trim
3 Size
4 Done
(Optional) Click on one of the buttons to the right to adjust the orientation of the photo. You can also click on the photo to select it. Then move, resize or rotate it by clicking and dragging the appropriate icons on the edge of the photo.
Rotate Left
Rotate Right

NOTE: Remember to protect changes to your photo by saving it frequently.

Undoing Mistakes

Changes you make don't always look right the first time. Use the following strategies to correct mistakes in various situations:

- You can undo the most recent change by clicking the **Undo** button on the toolbar. When you have a choice between clicking Undo and correcting the mistake manually, click Undo—it is faster and will preserve more image quality than making a second change over the first. However, you can undo only the most recent change.
- If you've already made too many changes to undo, but have not saved the photo since making the unwanted changes, choose the **Revert to Saved** command from the File menu.
- If you've applied a change but PhotoDeluxe isn't finished processing it (for example, you see the progress bar at the bottom of the photo window), you may be able to cancel the operation by pressing the **Esc** key.
- To close a dialog box without applying changes, click **Cancel**. If you already clicked OK and you don't like the changes, click the **Undo** button.

*NOTE: To compare the two versions of a photo before and after you apply an effect, click **Undo** repeatedly. This alternates between the two versions.*

Adding Text

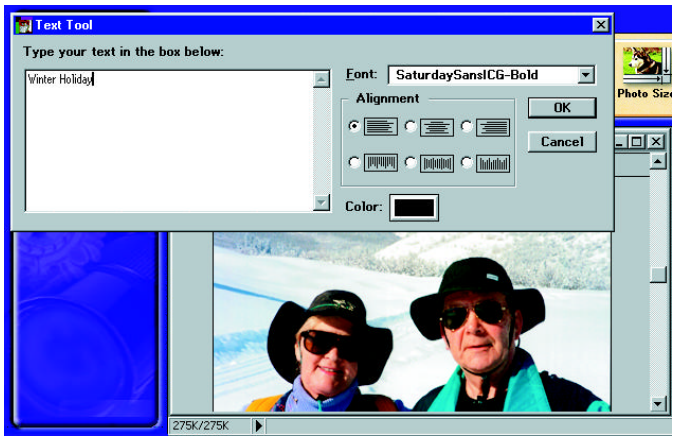
You can add text to a photo using the Text tool. You can color, move, resize, and distort text. If you use PostScript® or TrueType™ fonts, text stays sharp and smooth as you resize and distort it. When you send the file to another format, text is included with the photo.

NOTE: For text features to work properly in PhotoDeluxe, you must have installed Adobe Type Manager, which is part of the PhotoDeluxe installation process.

To add text:

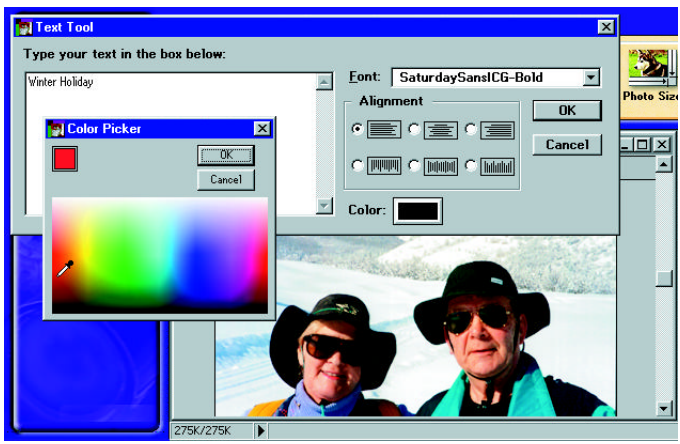
1. Click the **Text** button (**T**) on the toolbar in the photo window.

2. Type into the Text Tool box. The text automatically goes to the next line in the text box, but will appear as a single line in the photo unless you press **Enter** where you want to create a new line. In this box you can select other options, but you won't see the effects of options until you click **OK** to close the Text Tool box.



3. Select the typeface you want from the Font list.

4. Click the **Color swatch** to select a color for the text. Click **OK** when you're done.

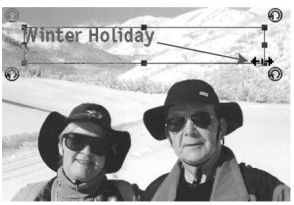


5. Click the **Alignment** button that looks like the kind of text alignment you want. The bottom three options align each line vertically instead of horizontally.

6. Click **OK** after you set the options you want. After clicking OK, you can drag the text to any position within the photo.

   The text appears on the photo surrounded by a box with small black squares (called *handles*) on each side and corner. You can use the handles to resize text.

7. Drag any corner handle of the text box. To resize only the horizontal or vertical dimension of the text, drag any top or side handle (not a corner handle).

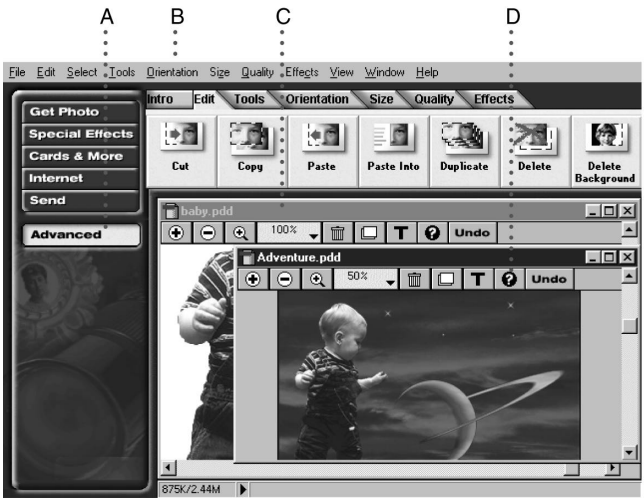


To change text that already exists in a photo:

- Double-click the text, make changes, and then click **OK**.

Exploring Advanced Features

As you gain experience with photo editing, you can go beyond the built-in guided activities. PhotoDeluxe has advanced features that enhance a guided activity when you want to do something completely original or when you are experienced with other software programs. The quickest way to turn on Advanced features is to click the Advanced button. The Advanced features consist of tabs of effects you can apply without following steps and additional options to the menu bar.



A. The Advanced button presents PhotoDeluxe features without guided activities so you can use them in any order. Clicking the Advanced button also displays long menus. B. To keep long menus on when the Advanced button is not selected, choose the Long Menus from the Preferences menu on the File menu. C. Normally, you can open only one photo window at a time. To use more than one photo window, choose the Allow Multiple Document Windows from the Preferences menu on the File menu. D. The online Help button in the photo window is available in both guided activities and in Advanced mode.

Marking Areas with Selection Tools

With PhotoDeluxe, you can apply changes to the entire photo or only part of it. When you want to change just a part of a photo, you must first tell PhotoDeluxe which area to change. When you use a selection, your next action changes only the part of the photo inside the selected area.

When you select an area, its border flashes to let you know that the line you see is only a marker and not an actual line on the photo. In step-by-step activities in which selection is necessary, PhotoDeluxe presents the appropriate tool to you at the step where you need it. If you prefer to choose from all selection tools available in PhotoDeluxe, use the Selections palette which can be accessed under the View menu.

NOTE: The view menu will only appear when long menus are activated. To activate long menus select File, Preferences, Long Menus.

Chapter 11:
Corel Print House Magic™

Corel Print House™ is back, and it's better than ever! Welcome to Corel Print House Magic™, a powerful suite of applications designed to help you create exciting printing projects in no time at all. Whether it's for business or home, Corel Print House Magic has everything you need to create cards, stationery, banners, and more. In addition, Corel Print House Magic is so easy to use; you'll be making professional-looking projects right from the start.

Corel Print House Magic includes the powerful combination of Corel Print House and Corel Photo House™, and a new and exciting tool to complete the Corel Print House team: introducing Corel Family & Friends™, your own personal information manager. This easy-to-use information and event management tool helps you track the holidays, birthdays, and anniversaries related to your Corel Print House projects. There has never been a more complete, time-saving solution to managing personal events, lists, and print jobs.

Corel Print House Magic makes creating colorful printing projects easier, faster, and more fun than ever before. Regardless of the occasion, Corel Print House Magic has the tools — all you need is your imagination. So have fun! Enjoy Corel Print House Magic!

What's in Corel Print House Magic?

Check out what's new and improved in Corel Print House Magic.

Corel Print House™ 3

If you've used Corel Print House before, you'll notice some exciting changes, such as

- newly designed user interface, including an on-screen Color Palette
- redesigned Notebook, for easier access to all of the Corel Print House features and functionality
- Symbol tool, for drawing all sorts of shapes
- Symbol Sprayer tool, for scattering symbols as you drag your mouse over the page
- Zoom tool, for changing the project view quickly and easily
- thousands of new sample files, and 150 new fonts

Corel Photo House™ 2

Now Corel Photo House™ has even more features to help you make your projects picture perfect, such as

- expanded Photo Library, for a wider selection of photos
- newly designed user interface, including an on-screen Color Palette
- redesigned Notebook, for easier access to all of the Corel Photo House functions and features
- Objects, a new category of photographic objects that you can add to your images
- Frames, a new category of images that you can use to frame your photo
- Zoom tool, for changing the project view quickly and easily
- special effects to transform your photos in fun and interesting ways

Corel Family & Friends™

Corel Family & Friends™ is an exciting new addition to the Corel Print House team. This easy-to-use tool provides a handy way of tracking the people and events in your life. Corel Family & Friends reminds you when it's time to create a greeting card for a special occasion, stores addresses and telephone numbers, and lets you create a list of your favorite books or recipes — all at the same time! For more information about Corel Family & Friends, see the Corel Family & Friends section in this manual. For information about procedures, see the online Help.

What You Need To Use Corel Print House Magic

To use Corel Print House Magic, your computer must have the following as minimum system requirements: 486 DX cpu, a CD-ROM drive, and an

SVGA monitor with 800x600 resolution. You must also have 45–65 megabytes of free disk space and 8 megabytes RAM (for Windows 95) or 12 megabytes RAM (for Windows NT).

Corel Print House 3

Corel Print House 3 makes any printing job fun and easy to do. Greeting cards, banners, letterhead, stationery, calendars, and envelopes are only some of the projects you can create. In addition, Corel Print House Magic now includes two powerful tools to help you with your projects: Corel Photo House 2 and Corel Family & Friends. Corel Photo House offers a fun, yet powerful way to edit photos and other bitmaps. Corel Family & Friends, the newest addition to the Corel Print House team, can help you organize and manage all your Corel Print House project information. There are so many uses for Corel Print House, the possibilities are endless!

Corel Print House is powerful, yet easy to use — even for beginners. You can use the Notebook's Guided Activities page to walk you through each project step by step and view hundreds of sample projects. Customizing your work is made easy with the colors, shadows, and clipart available in the Notebook. More experienced users may want to use the drawing and editing tools to create designs from scratch or edit clipart and photos.

Whatever you need to print, you can use Corel Print House to make it easier, faster, and more creative than ever before. Get ready to experience the magic of Corel Print House!

To start Corel Print House

1. Do one of the following:

- If you created a shortcut to Corel Print House on your desktop, double-click the shortcut.
- In Windows 95 or Windows NT 4.0, click **Start**, **Programs, HP CD-Writer Plus, Corel Print House Magic, Corel Print House 3**.

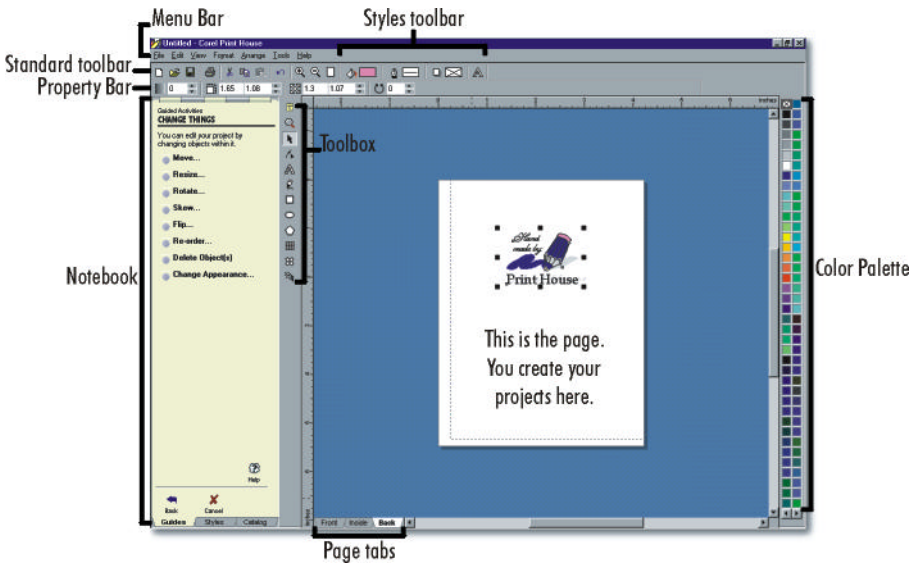
2. In the Notebook, click the method you want to use to design your project.

- Start with a sample for the fastest results. The Sample wizard lets you choose from a variety of project types, each with sample projects based on different themes and occasions.

- Start from scratch to build your project from the ground up. The Scratch wizard lets you choose from various blank paper layouts. Then, it's up to you to add text, clipart, and other graphics.
- Choose the Open Existing option to access any project you have saved previously. To open your project, type the name of the file or choose it from the list.
- Choose the Open Last option to access the project you saved the last time you used Corel Print House. This option is not available the first time you run Corel Print House.

The Corel Print House 3 Desktop

The desktop is what you see on your screen when you start Corel Print House 3. The following picture shows the desktop and identifies important items you may use to create your projects.



When you start Corel Print House, the Property Bar shown above is not displayed. To view it, click **View**, **Property Bar**. A check mark beside the command name indicates that the Property Bar will display on your screen.

The Notebook

The Notebook is located on the left side of the Corel Print House desktop. Use the Notebook to

- access the catalog of Corel Print House resources, including clipart, backdrops, borders, phrases, and photos
- get assistance with tasks such as adding graphics, editing text, and saving and printing projects
- add color, line, shadow, text, and wrappers to your project

The Notebook is made up of three main pages, each providing access to other pages that contain more options. To open a specific page, click its tab.

The Toolbox

The Toolbox holds all the tools you need to create and edit designs. There are tools to create shapes, freehand objects, symbols, text, and tables. They're easy to use — just click a tool to select it. Once you select a tool, instructions for using it appear on the Guides page of the Notebook.

The Style Bar

The Style Bar provides easy access to the coloring, line, shadow, and text styles. Simply click the button for the style type you want to apply. The Notebook automatically displays the corresponding style page.

From each style page, you can choose from a selection of preset styles or click the **Custom** button to create your own style.

The Property Bar

The Property Bar displays the properties of a selected text or shape object. Properties are attributes such as size, rotation, and position. To change an object's properties, select the object with the Pick tool, then click the button on the Property Bar that corresponds to the attribute you want to change. As you switch from one object to another, the Property Bar automatically changes to display the available properties for the selected object.

The Color Palette

Located on the right side of your screen, the Color Palette displays a wide selection of colors that you can quickly apply to selected text or objects.

By default, the Color Palette automatically appears when you launch Corel Print House. You can hide the Color Palette by clicking **View**, **Color Palette**. The check mark beside the command name disappears when the Color Palette is hidden.

The rulers

Rulers measure the size of the page and tell you the exact location of your cursor. You can use rulers to help you resize or draw objects to specific dimensions or to move objects to a precise location on the page. By default, rulers automatically appear when you launch Corel Print House. To hide the rulers, click **View**, **Rulers**. The check mark beside the command name disappears when the rulers are hidden.

Corel Print House 3 Projects

The projects that you can create using Corel Print House 3 are divided into the following 11 categories:

- Greeting Cards
- Special Projects
- Banners
- Stationery
- Signs
- Labels
- Kid Stuff
- Envelopes
- Certificates and Awards
- Menus
- Calendars

Each category has many different samples to choose from. You can browse through the samples by clicking **From Sample** on the **New Project** page of the Notebook.

Corel Photo House 2

Welcome to Corel Photo House 2, a photo-editing and bitmap-creation program you can use with Corel Print House 3 and other applications. Corel Photo House makes it easy for you to touch up photographs, add fun special effects to them, or create your own bitmap images using the painting tools. With Corel Photo House, you'll find that taking the picture is just the beginning — making it better is half the fun!

Corel Photo House provides powerful photo-editing and painting tools but is easy enough for beginners to use. When you need assistance, the Notebook helps you apply effects, choose a paint brush, and access the Corel Print House photo collection quickly and easily. For more flexibility, you can preview special effects before applying them to your photos and experiment to get the look you want. If you're planning on painting, you'll find that the paint tools come with a large selection of brush shapes and sizes to satisfy your creative needs.

Whether you're creating new images or bringing new life to old ones, your photos and paintings will look their best with Corel Photo House.

To Start Corel Photo House

- If you created a shortcut to Corel Photo House on your desktop, double-click the shortcut.
- In Windows 95 or Windows NT 4.0, click **Start**, **Programs, HP CD-Writer Plus, Corel Print House Magic, Corel Photo House 2**.

Beginning your work

There are several ways to setup an image for editing or enhancement in Corel Photo House. You can

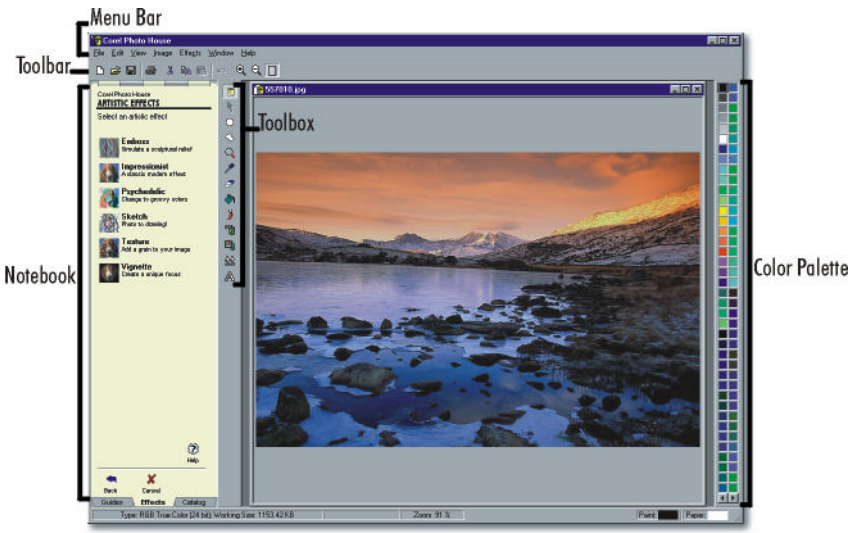
- create a blank image and either paint an image or create a montage with parts of other images
- use an existing image file. Corel Photo House allows you to open several file formats.
- access your scanning software from Corel Photo House and create an image file from a photograph or drawing

Setting up the page

When you create a blank image, you set the image size and resolution and choose the paper color. The image's size and resolution are particularly important because they affect both the size of the file and the quality of your printed image. If you're not sure of the difference between image size and resolution, see “Image size and resolution” in the online help.

The Corel Photo House 2 Desktop

The desktop is what you see on your screen when you use Corel Photo House 2. The picture below shows the desktop and identifies important items you use to create and edit photos.



If you prefer more space on your desktop, you can hide the Color Palette and toolbar shown above. To hide them, click **View**, **Color Palette** *or* **View**, **Toolbar**. A check mark next to each command name indicates that the item will display on your screen.

The Toolbox

The Toolbox holds tools you can use to create and edit bitmaps. They're easy to use — just click a tool to select it. Once you select a tool, instructions for using it appear on the Guides page of the Notebook.

The Notebook

The Notebook is located on the left side of the Corel Photo House desktop. Use the Notebook to

- get assistance with tasks such as using the painting and selection tools
- choose brushes, colors, and effects
- access the photos available on the Corel CD (non-U.S. users should use the CD containing the appropriate language)

The Notebook is made up of three pages, each with different information. To open a specific page, click its tab.

The Color Palette

Located on the right side of your screen, the Color Palette displays a wide selection of colors that you can quickly apply to selected text or objects. By default, the Color Palette automatically appears when you launch Corel Photo House. You can hide the Color Palette by clicking **View**, **Color Palette**. The check mark beside the command name disappears when the Color Palette is hidden.

Corel Photo House 2 Effects

Effects can help you take ordinary images and change them in extraordinary ways. You can turn poor-quality images into professional-quality photographs using the Touch-Up effects, or you can bring new life to old photos using the Special effects.

Experimentation is the key to unlocking the power of Corel Photo House 2. Try several different effects before applying them to your image. Some of the more powerful effects take a little getting used to. The best way to master the subtleties of these effects is to see how different settings affect your image. The results are well worth the effort.

Touch-Up effects

The Touch-Up effects are ideal for repairing or enhancing the appearance of photographic images. For example, the Brightness/Contrast effect lets you control the balance of colors in highlights and shadow — try using it on your overexposed or underexposed photographs. The Sharpen effect can be used to bring out indistinct detail in older photographs, and the

Dust And Scratches effect can be used to improve damaged areas of images.

Special effects

Special effects let you transform your photos in fun and interesting ways. They can change image colors and textures, create three-dimensional effects, and distort image appearances. It's easy to combine effects to create different results.

Plug-In effects

Corel Photo House lets you install additional image effects created by other manufacturers. Plug-In effects work in the same way as the Touch-Up and Special effects. You can access them from the Effects page of the Notebook and from the Image menu.

Corel Family & Friends

Corel Family & Friends provides a handy way of keeping track of the people and events in your life. Whether you want to schedule activities, maintain address and personal information on family and friends, or create lists, Corel Family & Friends can help you. Corel Family & Friends includes three components — the Calendar, the Address Book, and the List Book. It also includes Corel Reminders, which automatically opens when you start your computer and displays the day's events.

Use the power and flexibility of Corel Family & Friends to

- track upcoming events, including holidays, birthdays, and anniversaries
- store addresses, phone numbers, etc., and merge them with your Corel Print House projects
- create lists of team members, favorite CDs, gourmet recipes, and more

You can start Corel Family & Friends from Corel Print House 3 by clicking **Tools**, **Launch Family & Friends**. You can also launch Corel Print House from Corel Family & Friends by clicking the **Corel Print House** button on the Corel Family & Friends desktop.

The Calendar helps you schedule events and displays them in the familiar format of a paper calendar. However, it lets you add even more detail than a paper calendar. The Details window lets you display messages about each event you schedule and shows you how often the event repeats. The Calendar also includes a Reminder option to remind you about each event in advance.

The Address Book lets you keep detailed information about your family and friends close at hand. You can record each person's address, birthday, and anniversary. You can also record the holidays you spend together, special notes regarding that person, and lists of items, such as hobbies, relating to that person.

The List Book helps you organize information and keep it accessible. You can create lists of personal items, such as your CD collection, or you can link your list to the Address Book. When you create a linked list, you gain instant access to all of the records and information in your Address Book. You can add any of these records to your list. When you do, all the information about the individual or family that you entered in the Address Book automatically becomes part of the List Book record. You don't have to retype a thing!

Chapter 12:
Photo Organizer

Welcome to Photo Organizer—the best way to create electronic photo albums, catalog all their photos for easy retrieval, create Internet web pages, and launch popular "digital darkroom" photo-editing programs. The Photo Organizer is installed automatically with the CD-ROM software.

Getting Started

This section explains how to start the Photo Organizer and load your first set of photos to the Media Library.

Starting the Photo Organizer

To start Photo Organizer:

1. Choose **Start, Programs, Photo Organizer, Photo Organizer 1.1**.
2. The first time you load the program, a screen introduces the Photo Organizer Wizard, which leads you through the process of adding digital photographs to the media library. Click **Next** to continue using the Wizard, or click **Cancel** if you prefer not to use the Wizard. If you do not want to see this page every time you load the program, mark the checkbox beside **Don't show me this page again**.

Adding Photos to the Media Library

Photo Organizer can import picture files from any drive that can be accessed by your computer: hard drives, floppy drives, CD-ROM drives, and network drives. It can also import pictures directly from a scanner.

To add photos to the Media Library:

1. Click the **Get** tab and click an icon representing the import source: **Files** (on a hard drive), **Compact Disc**, **Floppy**, **PhotoMail** or **Scanner**. You can also choose **File**, **Import Files** or **Action**, **Get** from the main menu.

2. A series of questions guides you through the import process for each source.

3. The final screen in the import process selects the destination for the imported pictures. The pictures can be placed on the Light Table, which is a temporary work space for organizing and editing pictures, or in an album. You may choose an existing album or create a new album.

Viewing Pictures

Pictures can be viewed on four different tabs: **Gallery**, **Presenter**, **Catalog**, and **Details**. The different views can be accessed by clicking a tab name at the bottom of the Viewer pane or by choosing **View** from the main menu.

- Gallery is the default view. Pictures are displayed as thumbnails.
- Presenter displays enlarged pictures, one at a time. Thumbnails of all pictures are displayed in a film strip. Display, rotation, and notes are controlled using the buttons at the bottom of the window.
- Catalog displays a thumbnail of each picture, along with the picture's title, author, date created, comments, keywords and classifications. Every field, except the file path, can be edited directly on the screen.
- Details displays information in a table format, with no thumbnails. Each picture has a row of information.

Rearranging Pictures on the Gallery Tab

To rearrange the order of pictures on the Gallery tab:

- Click the left mouse while dragging a picture to its new location. To place a picture in front of another picture, position the mouse pointer on the left side of the picture.
- To place the picture after another picture, position the mouse pointer on the right side of the picture.

Viewing a Slideshow

To view your pictures in a slideshow format, choose **View**, **Slideshow** from the main menu.

Each picture is displayed for a few seconds. Use the control buttons to pause the slideshow, view individual pictures, and control the slideshow properties.

Pause the slideshow. Visible only when slideshow is playing.

Play the slideshow. Visible only when slideshow is paused.

Display next picture.

Display previous picture.

Display first picture.

Display last picture.

Access slideshow properties.

To return to Photo Organizer, click the **Stop** button.

Creating Albums

Albums are collections of pictures. You can group pictures into albums by subject, event, or any other criteria that you choose. Pictures can be added to an album by scanning or importing, or by copying or moving pictures from the Light Table or from other albums.

To create an album:

1. Select the pictures on the Light Table.
2. Click **Album** on the **Create** tab.
3. Enter a name for the new album.
4. Specify whether the pictures should be moved or copied to the new album.
5. Click **OK**.

Creating E-Mail

Pictures from the Light Table, an album, the Trash, or Search Results can be used to create e-mail messages.

1. Select the pictures on the Viewer pane.
2. On the **Create** tab, click the E-mail icon.
3. A series of questions will guide you through the process of sending an e-mail.
4. Address your mail message using the postcard template that is provided. You can manually type the e-mail addresses of each recipient or use the address book. Type a subject and the text of your message in the spaces provided.
5. When you are ready to send the mail message, click the **Send** button.

Cataloging Pictures

Pictures can be cataloged for later retrieval using the Search tool. Keywords and classifications are used to catalog pictures.

Keywords are words or phrases that you create to identify pictures. Keywords that are common to a group of pictures can be entered during the import process. Keywords for individual pictures can be viewed and edited on a picture's Catalog Properties sheet.

1. Classifications are pre-existing labels that are used to identify people, places, events, and things. The classification hierarchy provided by Photo Organizer should be sufficient to label most of your pictures. However, you can add new classifications if necessary.

   Classifications are assigned using a picture's Classification Properties sheet.

Assigning Keywords

To assign keywords:

1. Select a picture by clicking it.
2. Click the **Properties** button in the bottom right corner of the screen or right-click the picture and choose **Properties** from the **Image** menu.

3. Click the Catalog tab.
4. Enter the keywords in the Keywords field. Separate each keyword with a comma.

Assigning Classifications

To assign classifications:

1. Select a picture by clicking it.
2. Click the **Properties** button in the bottom right corner of the screen or right-click the picture and choose **Properties** from the menu.
3. Click the **Classification** tab.

4. Click the major classification that applies to the picture.
5. Expand the major classification by clicking the plus sign (+) beside it.
6. Choose the sub-classification that applies to the picture.
7. Click the **Add** button to assign the selected classification to the picture.
8. Repeat this process for each desired classification.
9. Click **OK**.

Searching for Pictures

You can search for pictures across albums, on the Light Table and in the Trash, using keywords, classifications, picture filenames, and other properties, including the author's name, comments, source, and dates that pictures were taken.

A search can be performed using a free-form text entry or by searching lists of existing keywords and classifications.

The results of a search are displayed on the Viewer pane.

Entering Search Terms

To enter search terms:

1. Click the **Search** button or the Search Results icon on the Browser pane.
2. Enter your search term(s) in the Look For field and press ENTER. You can enter search terms found in the following fields on the picture's property sheets: Picture title, author, date picture was taken, source, keywords, comments, and classifications.
3. All pictures that match your search term are displayed on the Viewer pane.

Performing Keyword Searches

To search for pictures using the list of existing keywords:

1. Switch to the Tree Browser by clicking the Tree Browser button.

2. Open the Keywords listing by clicking the plus sign (+) beside Keywords. All the keywords that have been assigned to pictures are listed in alphabetical order.

3. Highlight a keyword. All the pictures that have been assigned that keyword are displayed on the Viewer pane.

Performing Classification List Searches

To search for pictures using the Classifications List:

1. Switch to the Tree Browser by clicking the **Tree Browser** button.

2. Open the Classifications listing by clicking the plus sign (+) beside Classifications. The first level of classifications is displayed.

3. To open a level, click the plus sign beside it. All sublevels are then displayed, including all new classifications that you defined when assigning classifications to pictures.

4. As you highlight each classification, the matching pictures displayed on the Viewer pane will vary, depending on whether the Show All checkbox is marked.

Changing Pictures

Options on the Change tab enable you to alter the appearance of a picture.

Save As—Enables you to save images using different file formats. You can replace the original image with the new format or save the image as a new file.

Resize Image—Specify a new height and width for the selected picture. If the checkbox beside Keep Aspect Ratio of Images is marked, you need to

specify only one of the dimensions; the program automatically changes the other.

Crop Image—To crop a picture, press the left mouse button and outline the cropped area. To resize the image so that it fills the entire area before cropping, click the **Scale** Image button.

Rotate Image—To rotate an image, click the appropriate button (90 Degrees Clockwise or Counter-clockwise) or enter the degrees in the field provided. To reset the image to its original rotation, click the **Reset** button.

Change Lighting—To brighten or darken a picture, use the Brightness slide bar. Use the Contrast slidebar to adjust the contrast. More contrast widens the range of luminance in the picture. Less contrast narrows the range of luminance.

View the effects on the preview screen. Click the **Automatic Adjustment** button to reset the brightness and contrast to the default values.

Change Focus—To accentuate edges and contrasts in a picture, increase the focus by sliding the bar toward Sharpen. To smooth edges and minimize contrasts, slide the bar toward Blur. View the effects on the preview screen.

Add Mosaic—The mosaic effect groups pixels using tiles. Specify the tile size by sliding the bar toward Smaller or Larger. View the effects on the preview screen.

Add Embossing—Raises the background of a picture by suppressing color and outlining the edges in black. Specify the degree of embossing by sliding the Depth bar toward In or Out. View the effects on the preview screen. To specify the directional gradient of the embossed edges, use the mouse to spin the needle on the Direction meter.

Correcting Color and Exposure—When you click the **Auto Correct** Color button, the color correction is applied automatically, using pre-defined settings. To fine-tune the colors afterwards, you can increase or decrease the level of each color. Change the red, green, or blue values by sliding the pointer beside one of the colors to the right or to the left. The results are displayed in the sample picture shown on the right side of the dialog.

To automatically correct the exposure, click the **Auto Correct Exposure** button. The results are displayed in the sample picture shown on the

right side of the dialog. To cancel the color and/or exposure corrections and restore the original settings, click the **Reset** button.

To scale a picture to fill the white drawing space, click the **Scale Picture** button. Note that this does not apply to the Save As or Resize command.

Sending Pictures to Other Imaging Programs

Pictures from Photo Organizer can be opened in other image editing programs. The first time you click the **Send** tab, only the Setup icon is displayed. Click the **Setup** icon to have the program automatically search your hard drive for imaging programs. Afterwards, the icons for these programs will be displayed on the Send tab.

Use any of the following methods to send pictures to another program:

- Drag the picture to a program icon on the **Send** tab.
- Select one or more pictures and then click the program icon on the **Send** tab.
- Select one or more pictures and then right-click a picture and choose **Send To** on the Image menu.

Printing Pictures

Pictures can be printed individually, one per page, or as combined thumbnails on an index print. Pictures can be printed from the Light Table, albums, Search Results or Trash.

To print pictures individually, one per page:

1. Select one or more pictures.
2. Choose **File**, **Print Photograph** from the main menu. You can also right-click any selected image and choose **Print** from the menu.

To produce an index print:

1. Select multiple pictures.
2. Click the **Index Print** icon on the **Create** tab or choose **File**, **Index Print** from the main menu.

Chapter 13:
PaperMaster Live Quick-Start Tutorial

This tutorial is designed to get you up and running quickly with PaperMaster Live. You'll learn the basics and find out that PaperMaster Live is fun and easy to use! Once you've completed this tutorial, you'll be familiar with:

- Searching for a document
- Viewing and customizing documents
- Faxing, e-mailing and printing your documents
- Creating a new cabinet
- Copying/Moving items into your new cabinet
- Creating customized drawers and folders
- Filing a document into PaperMaster Live
- Publishing, sharing and archiving a cabinet to CD
- Closing cabinets and exiting PaperMaster Live
- Viewing a cabinet stored on CD

Remember, this tutorial only goes over the basics. Read carefully through the on-line help to discover even more ways PaperMaster Live can help you get organized and save time.

Searching for a Document

One of the main features that makes PaperMaster Live such an effective organizing tool is its AutoSearch capability. With AutoSearch, you can locate documents in your cabinet quickly and easily without having to remember where they were filed. Search by drawer, folder or document title, annotations, or document content, and AutoSearch will present matches ordered by rank and based on the frequency of the keywords you've selected. When you "Read & Index" a document, PaperMaster Live reads the text in a document, and creates an index (much like the index in the back of this manual). When you're searching for a particular document, PaperMaster Live looks through this index for keyword matches in the text. To learn more about reading a document, see Help.

1. Launch PaperMaster Live.

2. Choose AutoSearch... in the cabinet window's Tools menu. This brings up the AutoSearch dialog box.

3. Type the words "Reg" and "card" in the "Words to Look For" field. AutoSearch is not case-sensitive, so you can type any combination of lower and upper case letters.

4. Click on "Entire Cabinet" in the Where to Search box if it's not already selected.

5. Click on "Documents" in the Search For box if it's not already selected.

6. Click "Search." Matching documents are then displayed by Rank (frequency of keywords). The number of document found (under "Items Found"), and the number of documents searched (under "Items Searched") are also displayed.

Viewing and Customizing Your Documents

There are several tools in PaperMaster Live that you can use to customize your documents. We'll go over some of them in this tutorial.

Opening and Viewing a Document

Opening a document in PaperMaster Live is very easy. Here is a quick demonstration of how to open the registration card in the Document Viewer. From there, you'll move on to cropping the document, filling out the registration card using Type Text annotations, faxing it to DocuMagix, and then printing a copy for your own use.

1. Double click on the document you wish to open from the Search window or select it and click on the "Open Document" button.

If you know where the document is, you can skip the search. Double-click on the "Open Me First!" drawer. Double-click on the "DocuMagix Information" folder. Double-click on the document entitled "DocuMagix Registration Card."

Cropping Your Document

This is a very useful feature, especially when you have smaller documents you want to keep track of, such as business cards or the registration card.

1. Choose AutoCrop from the Image menu. This automatically removes any excess white space around the document.

PaperMaster Live also offers a manual crop tool should you wish to crop a specific portion of your document. This is particularly useful when for saving a single newspaper article without the need to cut the paper.

Creating Annotations

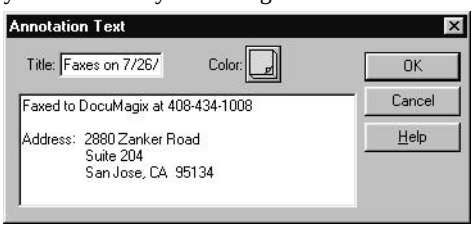
There are different ways to annotate a document in PaperMaster Live. One is the "Sticky Note" method, which hides the annotation under a

sticky note icon, and another is through the "Type Text" tool, which allows you to type directly onto the document.

"Sticky Note" Annotation

Use this type of annotation to make notes to yourself about the documents you've filed.

1. Choose Sticky Note from the Tools menu.
2. Click anywhere on the registration card to add a "Sticky Note" annotation. In the title field of the "Sticky Note" dialog box, type in the action taken (i.e. faxed) and today's date. In the message section, type in details of the action (i.e. the fax number and address of where the registration card was sent). You can change the Sticky Note to the color of your choice by selecting the Color button in the dialog box. Click OK.



If you adopt personal conventions in your sticky notes, such as "To Do:" and "Payment due:" you can later search on all outstanding items by specifying these keywords in your search.

Type Text Tool

1. Choose Type Text from the Tools menu.

This brings up the Type Text dialog box, where you can choose the properties of the text, including font, point size, style (Bold, Italic, or Underline), text color, and background color.

Use the background color (opaque or transparent) to help block out items behind the text or to allow them to overlap such as lines on a form.

2. Position the mouse where you'd like to have text, click the left mouse button once, and begin filling out the DocuMagix registration card. To delete a text annotation, just point and click on the box around it, go into the Edit menu, and choose Delete Annotation. You can also click on the right mouse button to display a pop-up menu with annotation options.

   To edit the annotation, click inside the box and make your text changes. To move it, click on the outside border of the box and drag it to its new location. You can also resize the text by dragging on any corner.

Faxing and Printing Your Documents

Once your fax hardware and software are installed, faxing from PaperMaster Live is easy. If you have a printer installed, you can print documents just as easily. Here we'll demonstrate these functions by helping you fax the registration card directly to DocuMagix, and print out a hard copy to mail. See online Help to learn how to set fax/modem preferences.

Both Fax and Print options can be invoked from the document viewer (as we will demonstrate) or from the folder window (no need to open the document first).

Faxing

1. Choose Fax under the File menu. This Fax dialog box lets you set the range, scaling options, quality, number of copies, collation, and whether to fax annotations.

   The Print Annotations, Type Text box needs to be selected to fax your filled-in Registration Card.

2. Click "OK" on the fax dialog screen. (PaperMaster Live will now invoke your own installed fax software).

3. Fill in the fax information, and click "Send." This step may vary according to your fax software. Fax your registration card to DocuMagix at (800) 362-8621 or outside North America at (408) 434-0915.

Printing

1. Choose Print under the File menu. This Print dialog box lets you set the print range, scaling options, print quality, number of copies, collation, and whether to print annotations. If everything is correct, click OK.

   The Print Annotations, Type Text box needs to be selected to print your filled-in Registration Card.

Creating a New Cabinet and Copying Information

PaperMaster Live allows you to create an unlimited number of cabinets, so you can back up information easily. For example, if you'd like to have a cabinet for your office business and another for your home business.

Creating a New Cabinet

1. Choose Cabinet>New Cabinet... under the Cabinet Window's File menu.

2. In the New Cabinet dialog box that pops up, name the cabinet "`Backup Cabinet` " and select the location of the cabinet.

   If you have a CD-RW, you can select this drive as the location for your new cabinet. If you have a CD-R drive, you should select a different location for the new cabinet (see the "Publishing, sharing and archiving cabinets to CD" section for information on how to store this cabinet to CD after it has been created).

   You can share cabinets with multiple users over a network drive by setting the Read-Only cabinet attribute. See online Help for more information.

Copying/Moving items into Your New Cabinet

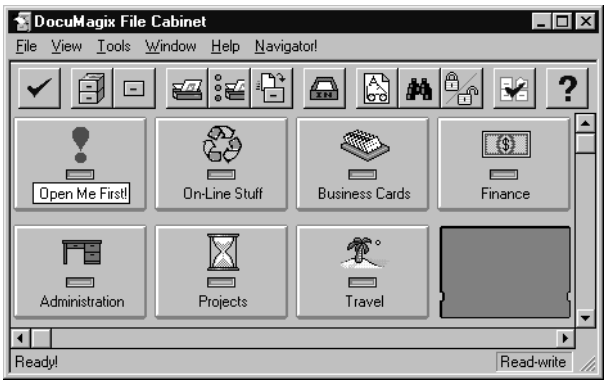
The steps for copying and moving any items in your cabinet are the same whether the item be a drawer or a page. The important thing to remember is that the hierarchy must be maintained. Therefore a drawer can only be moved or copied into a cabinet and a page can only be moved or copied into a document. Likewise, items can be moved and copied between cabinets as easily as within the same cabinet.

1. Using the right mouse key, drag the Open Me First! drawer from the old cabinet into an empty slot in the "Backup Cabinet" cabinet. When the Move/Copy menu pops up, select Copy.

   As a default, dragging and dropping containers between two cabinets using the left mouse button will perform a Copy command. Dragging and dropping containers between the same cabinet using the left mouse button will perform a Move command. The right mouse button will always give you the pop up menu and allow you to make a selection.

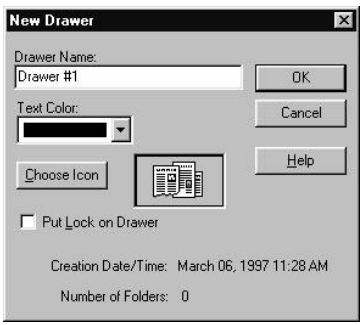
Creating Customized Drawers and Folders

With PaperMaster Live, you have cabinets, drawers, and folders, just like you do with a real file cabinet. It's easy to customize them for your needs.



Creating a New Drawer

1. Create a drawer by choosing New Drawer from the cabinet window's File menu. This brings up the New Drawer dialog box.



2. Replace the default name "Drawer #1" in the name field with "DocuMagix".

3. Choose the color blue from the pull-down Text Color menu.

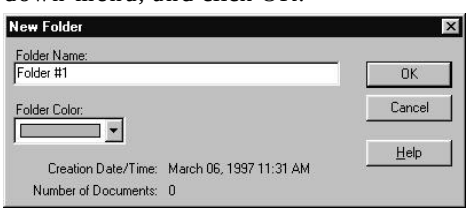
4. Choose a drawer icon by selecting the Choose Icon button. From the list of Standard icons double-click on your choice.

   You will now see your new drawer in the cabinet window. You can change the drawer's location by dragging and dropping the drawer to another empty location.

Creating a New Folder

Open the "DocuMagix" drawer by double-clicking on it.

1. Create a folder by choosing the New Folder command from the drawer window's File menu. As with the New Drawer command, this brings up a dialog box that allows you to choose the folder's properties. Just as you did with the new drawer, type in a folder name (for the purposes of this tutorial, type in "PaperMaster Live"), select a color from the pull-down menu, and click OK.



   You'll now see the new folder displayed in your "DocuMagix" drawer.

Filing a Document into PaperMaster Live

There are several ways of filing documents into PaperMaster Live, including scanning, downloading from the Web, importing, and filing from any Windows application (including fax software, word processors and e-mail). We'll go over the scanning method in this tutorial. For details on the other ways of filing into PaperMaster Live, see the Reference section of this manual.

PaperMaster Live allows you to put papers into your filing cabinet using any TWAIN or ISIS compliant scanner.

1. Choose any paper (for example, the registration card) that you would like to file in your DocuMagix filing cabinet.

2. Open the folder where you'd like to file the scanned document.

3. Scan in the registration card by placing it in your scanner, and choosing New Document>Scan from the File menu. This activates the scanner, and brings the scanned image of the registration card into the document viewer.

4. If this is the first time you're scanning a document, the Select Source dialog box for your scanner will pop up. Select the scanner you're using from the list, and click "OK".

   Steps for scanning may vary by scanner and driver used. Refer to your scanner documentation for detailed instructions.

   Starting a scan from a folder window, files the document into that folder automatically. Starting a scan in the cabinet window files the document in the Inbox. Drag and drop to file the document in another drawer.

5. Name the document by typing "Registration Card" into the Name field of the Document Viewer. The name is displayed in the title bar. If you don't choose a name, PaperMaster Live will assign a default name consisting of the date and time the document was filed.

Publishing, Sharing and Archiving Cabinets to CD

If you have a CD-R or CD-RW, you have the tool necessary to take a large cabinet with all of your custom documents just about anywhere. Because CD's are very light and compact while providing a large medium for storage, they are the ideal mechanism for storing and sharing information.

1. Create your custom file cabinet and fill it with the documents you want with any necessary annotations.

   It is important to verify the information before placing it on a CD because once there, the information will be read-only and cannot be altered in any way. You will not be able to add or delete documents, rename any of the contents, crop or annotate any of the pages.

2. Select the **Publish Cabinet** icon from the toolbar in the cabinet window.

3. A dialog will appear asking you to select the location of the new cabinet as well as the cabinet name.

4. You will also be given the option to include a cabinet viewer with the published CD. (This is particularly useful if you are going to be sharing the information with someone who may not own PaperMaster Live.)

5. Click on the Publish button.

Closing a Cabinet

1. Choose Close Cabinet from the cabinet window's File menu.

   This closes the cabinet including all of its drawers, folders and documents. If this is the only open cabinet, this operation will exit PaperMaster Live.

Viewing a Cabinet Given to you on CD

If you own PaperMaster Live, you can view a cabinet on a CD simply by selecting Open Cabinet from your local cabinet and opening the one on the CD. The cabinet on the CD will function similar to the cabinet on your local drive except it will be read-only.

If you do not own a copy of PaperMaster Live, you can use the special PaperMaster Live Viewer which was published on the CD with the cabinet. This viewer will allow you to open any PaperMaster file cabinet (not just the one on the CD) and give you full PaperMaster Live functionality without any of the editing tools. This is a great opportunity for you to try PaperMaster Live and see for yourself how powerful yet easy it is to use.

Congratulations!

You've successfully completed the PaperMaster Live tutorial, and learned the basics. Wasn't that incredibly easy? You can now customize your own file cabinet, scan, e-mail, fax and print your documents. You can also find them after they've been filed.

But remember, PaperMaster Live has even more great features, so check them out in the online Help.

Upgrade Notification

If you are currently using PaperMaster Live 3.1, you qualify for a free upgrade to PaperMaster Live 98.

To check the version of your software, launch your file cabinet and select Help|About... from the menu bar in the Cabinet window.

Download your free upgrade from http://www.documagix.com/updates/hpcdr. If you do not have access to the internet, you can request to have a CD sent to you for a nominal shipping and handling fee. Please contact DocuMagix Customer Support at the address or telephone number in the back of this user's guide for more information.

PaperMaster Live 98 allows allows you to store common Window's application files in their original format directly into your file cabinet. This let's you search for all of your documents (scanned paper, web pages and even application files) in one easy to organize file cabinet. For more information on the new features in PaperMaster Live 98, check the DocuMagix Web page at http://www.documagix.com/customer/upgrades.

Chapter 14:
Norton AntiVirus

This chapter explains how to use Norton AntiVirus to protect your computer from viruses. In general, Norton AntiVirus operation is the same for Windows 95, Windows NT 3.51, and Windows NT 4.0. Wherever there are differences, they are specifically noted.

About Norton AntiVirus

Norton AntiVirus is the most sophisticated and powerful product available to defend your computer from virus infection. Its automatic protection features continually and vigilantly safeguard your computer while you work. If a virus is ever found, Norton AntiVirus guides you through the process of eliminating it.

The Norton AntiVirus preset options balance efficiency with maximum protection; you do not need to change anything. Install Norton AntiVirus and you are immediately protected from computer viruses.

What is a virus?

A computer virus is, simply, a computer program written by an ill-intentioned programmer. Your computer can catch a virus from disks, a local network or the Internet. Just as a cold virus attaches itself to a human host, a computer virus attaches itself to a program… and just like a cold, it's contagious!

Viruses take control of your computer without your knowledge. Often, they remain inactive until a predetermined trigger date (for example, Friday the 13th) to wreak havoc. They can cause your computer to behave strangely, for example, beep or display annoying messages, as

well as damage data, delete files, and even completely erase your hard disk. Macro viruses, the newest threat, infect and spread throughout Word and Excel documents.

Whenever an infected program is run or an infected document is opened, the attached virus is activated and spreads to other programs and documents. Viruses don't, however, infect or damage hardware, such as keyboards or monitors. You may experience strange behaviors (such as characters appearing upside down) but your disks are not physically damaged, just what's stored on them.

What Norton AntiVirus does automatically

Norton AntiVirus safeguards your computer from virus infection, no matter what the source. You are protected from viruses that spread from hard drives and floppy disks, those that travel across networks, and even those that are downloaded from the Internet. In short, Norton AntiVirus does the following:

- Eliminates viruses and repairs virus-damaged files.
- Makes sure your computer is safe from viruses at startup.
- Checks for viruses every time you use software programs on your computer, floppy disks, and document files that you receive or create. (For example, the newest kind of viruses are spread via Microsoft Word and Excel macros.)
- Monitors your computer for any unusual symptoms that may indicate an active virus.
- Runs a scheduled scan automatically once per week to confirm that your hard disks are virus-free.
- Protects your computer from Internet-borne viruses as part of regular operation. No separate programs or Norton AntiVirus options changes are necessary. Program and document files are scanned automatically as they are downloaded and files within compressed files are scanned when they are extracted.

What you have to do

Once a month, obtain from Symantec updated information that Norton AntiVirus needs to keep your virus protection up-to-date. You can do this

online (for example, over the Internet) or by mail. See “Keeping virus protection current” on page 14-14.

WHY? New viruses are being written all the time. You have to regularly obtain files from Norton AntiVirus that contain the latest virus protection. If you don’t, you are not protected against viruses that have been released into the computer world since you bought the product.

Windows 95: Create Norton AntiVirus Rescue Disks to help recover from a virus emergency.

WHY? Rescue disks are an important part of your virus protection for Windows 95. For example, they allow you to safely restart your computer if it is halted due to a virus in memo. See “Windows 95: Create rescue disks” on page 14-7.

System requirements for installation

Windows 95	486 IBM or compatible PC with 8 MB of memory
	Microsoft Windows 95
	10 MB of free hard disk space
Windows NT	Administrator-level privileges
	16 MB of memory (32 MB or more recommended)
	Microsoft Windows NT versions 3.51 or 4.0
	16 MB of free hard disk space

Using Norton AntiVirus

Every time you start your computer, Norton AntiVirus Auto-Protect lets you know it is working. The Auto-Protect icon in the lower-right corner of the taskbar on your Windows desktop reminds you that you are fully protected against virus infection.

Turning Auto-Protect off temporarily

WHY? You are sometimes told to disable your antivirus software when you are installing new computer programs. In this case, you disable Auto-Protect temporarily and then turn it back on again.

To turn off Norton AntiVirus Auto-Protect temporarily:

1. Double-click the Norton AntiVirus **Auto-Protect** icon in the lower-right corner of the taskbar on your Windows desktop.

   Windows NT 3.51: Double-click the **Auto-Protect** icon on the desktop.

2. Click **Disable**.

To turn on Norton AntiVirus Auto-Protect:

1. Double-click the Norton AntiVirus **Auto-Protect** icon in the lower-right corner of the taskbar on your Windows desktop.
2. Click **Enable**.

What else can I do with Norton AntiVirus?

Start Norton AntiVirus

WHY? From the Norton AntiVirus main window you can initiate scans, change how Norton AntiVirus works, or click LiveUpdate to get the latest virus protection files directly from Symantec.

To open the Norton AntiVirus window:

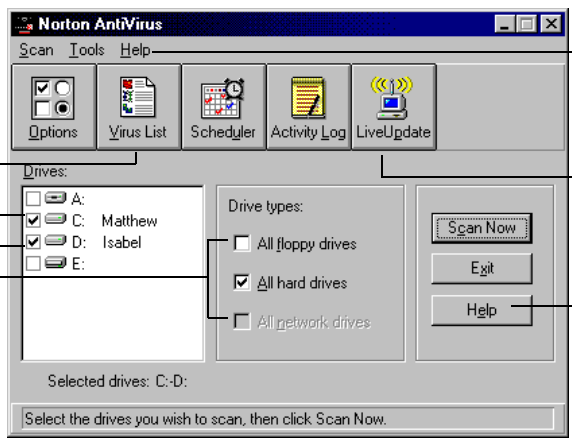
- On the Windows taskbar, click **Start**, point to **Programs**, point to **HP CD-Writer Plus**, point to the **Norton AntiVirus** group, then click **Norton AntiVirus**.
- Windows NT 3.51: Double-click the Norton AntiVirus icon in the Norton AntiVirus group.

Register Norton AntiVirus

WHY? After registration, you are eligible for 90 days of free technical support, special upgrade pricing, and up-to-date product and company information.

To register Norton AntiVirus:

1. In the Norton AntiVirus main window, choose **About Norton AntiVirus** from the Help menu.
2. Click **Register Now** and follow the on-screen instructions.



Get help

WHY? The Norton AntiVirus help system has step-by-step procedures to help you keep your computer safe from viruses.

To get help using Norton AntiVirus, do one of the following:

- Choose **Contents** from the Help menu.
- Click the **Help** button on any Norton AntiVirus screen.
- Right-click any option in a Norton AntiVirus screen and choose **What's This** for a brief definition of the option. (Right-click help is not available in Windows NT 3.51.)

You'll be able to register directly over the Internet, by a dial-up modem connection, or print a form to mail to Symantec.

Scan for viruses

WHY? We recommend you scan all floppy disks before you use them.

To scan drives for viruses:

1. Start Norton AntiVirus.
2. In the Norton AntiVirus main window, check specific drives in the **Drives** list box or select multiple drives by checking items in the **Drive types** box.
3. Click **Scan Now**.

To scan individual files or folders for viruses:

1. Start Norton AntiVirus.
2. From the Scan menu at the top of the Norton AntiVirus main window, choose **Folder** or **File**.
3. Make your choice and click **Scan**.

TIP: To quickly scan a drive, folder, or file, right-click an item in a My Computer or Windows Explorer window and choose Scan with Norton AntiVirus.

Schedule virus scans

WHY? A weekly scheduled scan is an additional reassurance that your computer is virus-free. When you installed Norton AntiVirus, a scan is already scheduled to run once per week automatically.

To schedule a scan:

1. Start Norton AntiVirus.
2. In the Norton AntiVirus main window, click **Scheduler**.
3. Click **Add**.
4. Select **Scan For Viruses** for the Type Of Event.
5. Select **Weekly** for the Frequency.
6. Type `/L` in the **What To Scan** text box.

   This tells Norton AntiVirus to scan all local drives. You could also enter specific drive letters, for example, `C: D:` instead.

7. Click **OK** to close the dialog box, then click **OK** again to confirm.
8. Click **Exit** in the upper-right corner of the Norton Scheduler dialog box.

9. Windows 95: Click **Minimize** to close the dialog box but leave the Norton Scheduler running. Under Windows NT, the Scheduler service runs all the time.

Your computer must be turned on when the scan is due to take place.

Customize Norton AntiVirus

WHY? Norton AntiVirus is preset to provide you with complete protection against viruses. It is unlikely you need to change any settings. However, Norton AntiVirus provides options for users (for example, system administrators) who want to customize the way virus protection works.

To customize Norton AntiVirus protection:

1. Start Norton AntiVirus.
2. Click the **Options** button in the Norton AntiVirus main window.
3. Click one of the tabs in the Options dialog (for example, Auto-Protect). The dialog changes to show options for the selected feature.
4. Click **Help** to get information about options.
5. Make your changes and click **OK** to exit.

TIP: Right-click an option and choose What's This for an explanation of the option.

Windows 95: Create rescue disks

WHY? Rescue Disks are an important part of your virus protection for Windows 95. For example, they allow you to safely restart your computer if it is halted due to a virus in memory. Because Windows NT operates differently than Windows 95, Rescue Disks are not needed for Windows NT. To update virus protection, see "Keeping virus protection current" on page 14-14.

You need three 1.4 MB floppy disks that are either new or do not contain any data that you want to keep and three disk labels.

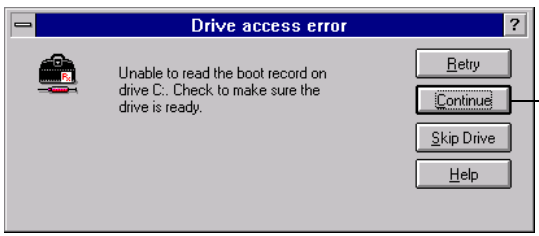
To create or update rescue disks:

1. On the Windows taskbar, click **Start**, point to **Programs**, point to **HP CD-Writer Plus**, point to the **Norton AntiVirus** group, then click **Rescue Disk**.
2. Follow the on-screen instructions.
3. After the rescue disks are created, store them in a safe place.

TIP: Create new rescue disks whenever you install new hardware, add or change an operating system, repartition your hard disk, or update your virus protection. Using outdated Rescue Disks could cause serious problems.

Windows NT: Bypass boot record scans

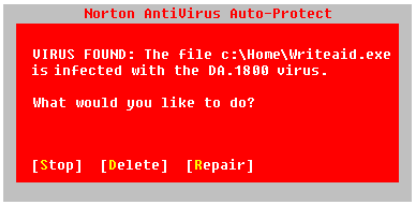
WHY? Norton AntiVirus is preset to scan your disk's boot records for viruses as part of its regular operation. As a security precaution, some NT systems are configured to prevent users from accessing these disk areas. You must have administrator-level rights to scan boot records. If you see a dialog box saying that you cannot access the boot records, you can set a configuration option to bypass boot record scans.


Drive access error
Unable to read the boot record on drive C:. Check to make sure the drive is ready.
Retry
Continue
Skip Drive
Help
Click to skip only the boot records and continue the scan

To bypass boot record scans for Windows NT:

1. Start Norton AntiVirus.
2. Click **Options** in the Norton AntiVirus main window.
3. Click the **Scanner** tab.
4. In the What to Scan group box, uncheck **Master Boot Record** and **Boot Records**.
5. Click **OK** to save your settings and close the dialog box.

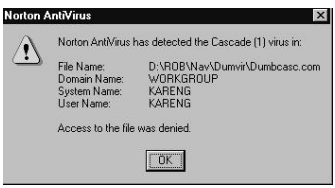
What to do if a virus is found


Norton AntiVirus Auto-Protect
VIRUS FOUND: The file c:\Home\Writeaid.exe is infected with the DA.1800 virus.
What would you like to do?
[Stop] [Delete] [Repair]

Windows 95: If you see a virus alert

1. Look for words that identify the type of problem. Read the whole message.
2. Press **Enter** to choose the action that is preselected for you, or type the first letter of the action you want to take (for example, type **R** for Repair). If you need more information, see "Quick guide to alert actions" on the next page.

If your computer is halted because of an active virus in memory, turn off the power, insert your Norton AntiVirus Emergency Boot Disk in the A: drive, and turn the power back on. Follow the on-screen instructions. (See "Windows 95: Create rescue disks" on page 14-7.)



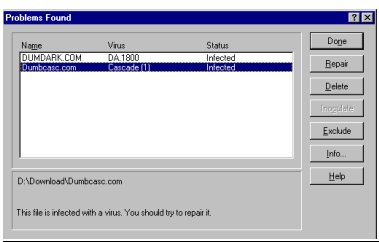
Windows NT: If you see a virus alert

1. As part of Auto-Protect operation, Norton AntiVirus for Windows NT is preset to Deny Access to an infected file during regular computer operation. See"Customize Norton AntiVirus" on page 14-7 to change how Auto-Protect works.
2. Start Norton AntiVirus and scan your disk to eliminate the virus. See "Scan for viruses" on page 14-6.

Norton AntiVirus Repair Wizard
Your computer is infected by the following viruses:
Cascade [1]
DA.1800
Virus Info...
The easiest way to eliminate viruses is to let Norton AntiVirus do it automatically. You can, however, choose to do it manually, one infected item at a time.
Automatic (recommended)
Manual
Click Next to eliminate the viruses.
< Back
Next >
Cancel

Windows 95 and Windows NT:
If you see the Norton AntiVirus Repair Wizard

Click **Next** to have Norton AntiVirus automatically get rid of the virus.



Windows 95 and Windows NT:
If you see the Problems Found dialog

1. Highlight an entry in the list box.
2. Read the message at the bottom of the dialog box.
3. Click **Repair** when infected files are found.

See "Quick guide to alert actions" on the next page for information about the other actions.

NOTE: If a virus is detected during Windows 95 startup, a text message will be displayed. Just follow the on-screen instructions.Quick guide to alert actions

Actions	If a Norton AntiVirus alert or Problems Found dialog box appears on your screen, use this table to decide what to do.
[**R**epair]	For a VIRUS FOUND, Repair is always the best choice. Repair eliminates the virus and repairs the infected item automatically. Type **R** or click **Repair**.
[**D**elete]	Erases both the virus and the infected file. The virus and file are gone forever. Choose **Delete** if Repair is not successful. Replace a deleted file from the original program disks or backup copy. If the virus is detected again, your backup copy or original disk is infected. Type **D** or click **Delete**.
[**S**top]	Stops the current operation to prevent you from using an infected file. Stop does not solve the problem. You'll be alerted again the next time you do the same thing. Type **S** or click **Stop**.
[**C**ontinue]	Continues the current operation. Only choose Continue if you are sure a virus is not at work. You'll be alerted again. If you're not sure what to do, it's safer to choose Stop. Type **C** or click **Continue**.
[**E**xclude]	If you choose Exclude and a virus is at work, the virus won't be caught. Exclude should be used only by system administrators for system tuning. Type **E** or click **Exclude**.
[Ino**c**ulate]	Windows 95 Only (Inoculation is not part of Windows NT protection) For an UNINOCULATED ITEM, Inoculate stores information about an item in a special file that is later used to ensure your system stays virus-free. Type **C** or click **Inoculate**. For an INOCULATION CHANGE, Inoculate updates the stored inoculation data for a boot record or file that has changed since it was last inoculated. Inoculation changes fall into two categories: Expected: If you've just updated a program, the boot records and system files may change. In this case, type **C** or click **Inoculate**. Unexpected: Changes to boot records and system files are usually caused by viruses. If you have not recently upgraded a program, Type **R** or click **Repair**.

What to do if Norton AntiVirus can't repair

WHY? One of the most common reasons Norton AntiVirus can't repair a file is that you don't have the most up-to-date virus protection files. Click **LiveUpdate** in the Norton AntiVirus main window to obtain the latest files via modem or Internet.

If an item can't be repaired

Update your virus protection and scan again. See "Keeping virus protection current" on page 14-14 for details.

Read the information on your screen carefully to identify the type of item that can't be repaired, then match it to one of the types below.

- Infected files are those with file names that include .COM or .EXE. Document files such as .DOC, .DOT, and .XLS can also be infected.
- Compressed files may contain many files. You can often tell a compressed file by its name. Many compressed files end in .ZIP.
- Hard disk master boot record, boot record, or system files (such as IO.SYS or MSDOS.SYS) and floppy disk boot record and system files are replaced using the Rescue Disks or, sometimes, your operating system (Windows or DOS) disks.

Infected files

If infected files can't be repaired, you need to delete them from your computer. If you leave an infected file on your computer, the virus infection can still spread. Once deleted, the infected file and the virus are gone forever.

If Norton AntiVirus can't repair a file:

1. Choose **Delete** when prompted.
2. Replace the deleted document file with a backup copy or reinstall a deleted program from the original program disks. Be sure to scan the backup disks before you use them.

If the virus is detected again after you replace or reinstall the file, your backup copy or original program disks are probably infected. You can try contacting the manufacturer for a replacement.

Compressed files

A compressed file may contain many individual files. For example, MYFILE.ZIP may contain the files: FILE1.DOC, FILE2.DOC, FILE3.TXT, FILE.EXE, and so on. Norton AntiVirus can detect viruses in the individual files within the compressed file; however it cannot repair or delete these files until you uncompress (open up) the compressed file.

To uncompress and repair:

1. Double-click the Norton AntiVirus **Auto-Protect** icon in the lower-right corner of the taskbar on your Windows desktop, then click **Disable** to turn Auto-Protect off temporarily.
2. Create a a temporary folder (for example, C:\TEMP).
3. Move the infected, compressed file to the temporary folder.
4. Use a program such as Norton Navigator, WinZip, or PKUNZIP to uncompress the file in the temporary folder.
5. On the Windows taskbar, click **Start**, point to **Programs**, point to **HP CD-Writer Plus**, point to the **Norton AntiVirus** group, then click **Norton AntiVirus**.
6. From the Scan menu at the top of the Norton AntiVirus main window, choose **Folders**.
7. Select the C:\TEMP folder, then click **Scan** to scan the files again.
8. Let the Repair Wizard automatically repair all the infected files.
9. Click **Exit** to close Norton AntiVirus.
10. Delete the infected, compressed file.
11. Double-click the Norton AntiVirus **Auto-Protect** icon in the lower-right corner of the taskbar on your Windows desktop, then click **Enable** to turn Auto-Protect on again.

After the virus is eliminated, recompress the files if desired.

Hard disk master boot record or boot record

Windows 95: If Norton AntiVirus can't repair your hard disk or master boot record, you can use your up-to-date Norton AntiVirus Emergency Boot Disk to restore it. (See "Windows 95: Create rescue disks" on page 14-7.) If your Norton AntiVirus Emergency Boot Disk isn't up to date, contact Symantec Technical Support. See the Service and Support Solutions at the end of this manual.

WARNING: If the critical information stored on the Boot Disk disk is outdated, it could cause problems when you attempt to restore your computer. It is unlikely you would be able to fix these problems on your own. However, if you have a current Boot Disk, the following procedure is safe to attempt.

To restore your hard disk:

1. Switch off your computer using the power switch.
2. Place your write-protected Norton AntiVirus Emergency Boot Disk in the A: drive, then switch on your computer.
3. At the DOS prompt (A:\>), type `RESCUE /RESTORE` and press Enter. The Restore Rescue Information dialog box appears.
4. Make sure Drive A: is specified for the location of the rescue data.
5. Check all the items in the Items To Restore group box.

   Press Tab to move around the dialog box. Press spacebar to check or uncheck items.

6. Choose Restore to restore the selected items.
7. When the process is complete, remove your Norton AntiVirus Emergency Boot Disk from Drive A: and restart your computer.

Windows NT: If Norton AntiVirus could not successfully repair the master boot record or a boot record on your hard disk, restart your computer from the Windows NT Emergency Repair Disk that you created when you installed Windows to attempt a repair. If this fails, you will have to reinstall Windows NT.

Floppy disk boot record

If Norton AntiVirus cannot repair a floppy disk boot record, it still removes the virus. The information on the floppy disk remains accessible and you can safely copy the files onto another disk. However, the floppy disk is no longer bootable.

System file

Windows 95: If Norton AntiVirus cannot repair a system file (for example, IO.SYS or MSDOS.SYS) you cannot delete it. You must reinstall Windows.

Restart your computer from an uninfected, write-protected floppy disk and reinstall Windows. You can use your Norton AntiVirus Emergency Boot Disk (see "Windows 95: Create rescue disks" on page 14-7) or the Windows 95 Startup Disk that you created when you installed Windows to start up. You could also use a boot disk from any version of DOS from version 5.0 or later.

Keeping virus protection current

WHY? Norton AntiVirus relies on up-to-date information to detect and eliminate viruses. One of the most common reasons you may have a virus problem is that you have not updated your protection files since you purchased the product.

Symantec provides online access to these new files, called virus definitions files, at no charge every month. You need to update your virus definitions files monthly.

- From Windows, use a modem or Internet connection to let LiveUpdate automatically download and install updated files.
- Get updates by mail. This service requires a fee. For more information, see Symantec Service and Support Solutions at the end of this manual.

Updating virus protection with LiveUpdate

WHY? LiveUpdate is the easiest way to keep virus protection current because it automatically downloads the proper files and installs them on your computer. You can get virus protection updates anytime by clicking the LiveUpdate button.

To update virus protection:

1. Start Norton AntiVirus.
2. In the Norton AntiVirus main window, click **LiveUpdate**.
3. In the How Do You Want To Connect drop-down list box, select one of the following:

Find Device Automatically	Norton AntiVirus determines if you have an Internet connection or must connect using your modem.
Internet	Norton AntiVirus connects to a special Symantec site on the Internet.
Modem	Norton AntiVirus dials a preset number and connects to a Symantec server through your modem.

TIP: We recommend Find Device Automatically. However, you may want to control the choice depending on long-distance telephone charges for the direct modem connection or access time from the Internet site.

4. Click **Next** to start the automatic update.

Using LiveUpdate Email

WHY? Whenever a major virus threat is discovered that requires an update to your virus protection, Symantec can notify you by email so you can run LiveUpdate immediately. The email includes an attachment that can start a LiveUpdate session for you.

To receive LiveUpdate Email:

1. Point your Internet browser to

   www.symantec.com/avcenter/newsletter.html

2. Fill out the registration form.
3. Click the **Subscribe Me** button. Symantec will notify you by email whenever protection updates are available.

To start a LiveUpdate session from the LiveUpdate Email:

- When you receive a LiveUpdate Email, launch or run the email attachment called LIVEUPDT.NLU from your mail program.

You must launch or run the attachment; simply reading or viewing it will not work. When the attachment runs, it automatically starts a LiveUpdate session on your computer. You don't have to do anything else.

Scheduling automatic LiveUpdates

WHY? Scheduling a LiveUpdate to run automatically is the best way to ensure that you don't forget to update virus protection every month.

To schedule automatic LiveUpdates:

1. Start Norton AntiVirus.
2. In the Norton AntiVirus main window, click **Scheduler**.
3. Click **Add**.
4. Select **Scheduled LiveUpdate** for the Type Of Event.

5. Select **Monthly** for the Frequency.
6. Click **OK** to close the dialog box, then click **OK** again to confirm.
7. Click **Exit** in the upper-right corner of the Norton Scheduler dialog box.
8. Windows 95: Click **Minimize** to close the dialog box but leave the Norton Scheduler running. Under Windows NT, the Scheduler service runs all the time.

Your computer must be turned on when the LiveUpdate is due to take place.

Updating virus protection without LiveUpdate

WHY? Symantec supplies a special program called Intelligent Updater if you cannot use LiveUpdate. If you don't have a modem or Internet connection, you can get the updates by mail. You may also choose to download the updates from an online service or bulletin board. The Intelligent Updater program is available from several sources — phone numbers are included in the Symantec Service and Support Solutions at the end of this manual.

To install the latest virus definitions on your computer:

1. Download the Intelligent Updater program to any folder on your computer or Insert the disk you received from Symantec in the A: drive.
2. From a My Computer or Windows Explorer window, locate and then double-click the **Intelligent Updater** program.

   The filename for Intelligent Updater has the form *mm*NA*yy*I.EXE, where *mm* is the month and *yy* is the year.

3. Follow all prompts displayed by the update program. The Intelligent Updater program searches your computer for Norton AntiVirus, then installs the new virus definitions files in the proper folder automatically.

   If prompted to overwrite, click **Yes**. The files are being replaced with new ones.

4. Restart your computer.
5. Scan your disks to make sure newly discovered viruses are detected.

Troubleshooting

Norton AntiVirus can't repair my infected files.

The main reason that Norton AntiVirus may not be able to repair your infected files is:

- You don't have the latest virus definitions files installed on your computer. You should update these files monthly to protect your computer from the latest viruses. To update virus definitions, see page 14.

Norton AntiVirus Auto-Protect doesn't load when I start my computer.

If the Norton AntiVirus Auto-Protect icon does not appear in the lower-right corner of the taskbar on your Windows desktop, Auto-Protect is not loaded. Make sure that Norton AntiVirus is not configured to start Auto-Protect automatically.

1. Start Norton AntiVirus.
2. Click the **Options** button in the Norton AntiVirus main window.
3. Click the **Auto-Protect** tab.
4. Check the **Load Auto-Protect At Startup** check box.
5. Click **OK** to save your settings and close the Options dialog box.

I've scanned and removed a virus, but it keeps infecting my files.

The virus may be in a program file with an unusual extension that Norton AntiVirus isn't set to look for. Do this:

1. Start Norton AntiVirus.
2. Click the **Options** button in the Norton AntiVirus main window.
3. Click the **Scanner** tab.
4. Select the **All Files** option in the What To Scan group.
5. Click **OK** to save your settings and close the Options dialog box.
6. Scan all disks that you use and repair all infected files.

The source of the infection is a floppy disk.

- Scan all the floppy disks you use for viruses.

Some Norton AntiVirus features are password protected, and I don't know the password.

Uninstall Norton AntiVirus, then reinstall it.

A program does not work properly after repair.

Although Norton AntiVirus removes the virus, the file may be damaged beyond repair.

- Delete the program and replace it with a backup copy or reinstall it from the original program disks. If the virus is detected again, the backup copy or original program disks are probably infected.

Windows 95: My Norton AntiVirus Emergency Boot Disk doesn't work

Due to the number of product specific technologies used by manufacturers to configure and initialize hard disks, Norton AntiVirus cannot always create a bootable Norton AntiVirus Emergency Boot Disk automatically. If your Norton AntiVirus Emergency Boot Disk does not work properly, do one of the following:

- If you have a special boot disk for your computer, add it to your Norton AntiVirus rescue disk set. In a virus emergency, boot from that disk (first slide open the plastic tab on the back of the disk to make sure it is write-protected). Remove the disk and insert your rescue disk labelled "Norton AntiVirus Program Disk." At the DOS prompt, type `A:GO` and press Enter, then follow the on-screen instructions.
- Use the Disk Manager or similarly named program that came with your computer to make your Norton AntiVirus Emergency Boot Disk bootable. Be sure to test your modified Norton AntiVirus Emergency Boot Disk.

Sometimes, your Norton AntiVirus Emergency Boot Disk does not work properly because you have more than one operating system installed, such as Windows NT and Windows 95. To modify the disk, do the following:

- Start up from your hard disk, insert your Norton AntiVirus Emergency Boot Disk in the A: drive, and, from a DOS prompt, type `SYS A:` and press Enter. This transfers the operating system to the rescue disk. Be sure to retest your Norton AntiVirus Emergency Boot Disk.

Command-line switches

The Norton AntiVirus scanner can be run with command-line switches to override configuration settings. When scanning using command-line switches, Norton AntiVirus runs minimized, but will pop open on your screen if a virus is found.

Some switches are used alone, while others are followed by a parameter, either a plus (+) or minus (-) sign. You can use more than one switch and more than one parameter on a command line. The vertical bar symbol (|) means that you should use either parameter, but not both. Do not type the brackets around the parameters on the command line.

Windows 95: `NAVW32 [[pathname] options]`

Windows NT: `NAVWNT [[pathname] options]`

`pathname`	Any drive, folder, file, or combination of these is scanned. If you want to scan a combination of items, use a space to separate the items. You can use wildcards when specifying pathnames for a group of files. For example, NAVW32 A: C:\MYDIR*.EXE) NAVWNT A: C:\MYDIR*.EXE
`/A`	All drives, except drives A: and B:, are scanned. Network drives are scanned if the Allow Network Scanning option is selected in the Scanner Advanced Settings dialog box
`/L`	All local drives, except drives A: and B:, are scanned.

/S[+|-]	Enables (+) or disables (-) scanning of subfolders for any folders specified in the pathname. S+ is the default.
/M[+|-]	**Windows 95 only:** Enables (+) or disables (-) scanning of memory (for example, NAVW32 C: /M+ or NAVW32 D: /M-)
/MEM	**Windows 95 only:** Only memory is scanned.
/B[+|-]	Enables (+) or disables (-) scanning of boot records (for example, NAVW32 A: /B+ or NAVWNT B: /B-).
/BOOT	Only the boot records of the specified drives are scanned
/NORESULTS	No scan results are reported on screen.

Appendix A:
Technical Information

Minimum System Requirements

Your computer should meet or exceed these requirements:

- A CD-ROM drive to install the application software.

  If your computer does not have a CD-ROM drive:

  You can create an Install Assistant diskette on another computer with a CD-ROM. The Install Assistant program will provide you with an Install Recommendation for your system.

  To copy the Install Assistant program to a diskette, insert "Software Disc 1" into the CD-ROM drive. From the main menu, click **Before You Install,** then click **Make Diskette.**

  Insert the diskette you just made, into your computer's floppy drive and run A:\ASSIST.

  You can also order the Install Assistant diskette (part number C4380-16000) by calling:
  (U.S.) 970-635-1500.
  (Europe) Your country's support number is listed in "Telephone" on page B-6.

  If you know the configuration of devices attached to your IDE controllers and understand how to connect your drive you do not require an Install Assistant diskette in order to install the software.

- IBM or compatible computer with Pentium/75 Mhz processor or above
- Microsoft® Windows 95® or Windows NT® 4.0

NOTE: For Windows NT, Service Pack 3 is required.

- 16 MB RAM
- Hard drive with at least 528 MB storage capacity (with a transfer rate of at least 800 kB/sec and disk access time of less than 20 msec)
- 110 MB free hard drive space for installing software
  10 MB free hard drive space for each minute of music to be recorded
- An available space on an IDE controller (ATA-2 or EIDE)
- One available half-height drive bay (approximately 6" wide, 1.75" high, 8.5" deep /15 cm x 4.5 cm, 21.6 cm deep)

What Affects System Performance

How well your computer functions with the CD-Writer Plus drive, particularly how fast it writes data to a CD, depends on a number of factors. Some of these factors are listed below.

Processor (CPU). The type and speed of your processor greatly affects the speed at which your computer transfers data to and from the CD-Writer Plus drive. If the processor speed is too slow, you may have to write at 1x speed.

RAM. Your computer must have enough memory available to handle its operating system, the CD-Writer Plus applications, and the data you are transferring to and from CDs. The system should not have to swap data to and from the hard drive.

Your Hard Drive. The speed at which your hard drive accesses and transfers data (its access time and transfer rate) affects performance. Newer hard drives, those with a storage capacity greater than 528 MB, are fast enough to handle the CD-Writer Plus drive's 2x write speed.

IDE Interface Type: CD-Writer Plus should be connected to the primary or secondary IDE controller.

For optimal performance, run SCANDISK.EXE and DEFRAG.EXE on your hard drive before using your CD-Writer Plus drive for the first time (see your Windows manual for more information). Then run them periodically after that. These programs improve access times to the hard drive, which will help improve system performance while writing to and reading from the CD-Writer Plus drive.

NOTE: Refer to your computer and mother board manuals or contact your computer vendor if you have any questions about your computer's configuration or capabilities.

Drive Specifications

ISO 9660 Disc Data Capacity (74 Minute CD)

Number of sessions	Size required for header information	Size available for data/ per session
1	approximately 23 MB*	627 MB one session
5	approximately 79 MB (approx. 23 for the first, 14 MB each of the rest)	114 MB each session
10	approximately 149 MB (approx. 23 for the first, 14 MB each of the rest)	50 MB each session
30	approximately 430 MB (approx. 23 for the first, 14 MB each of the rest)	7.4 MB each session

*1 MB is defined as 10^6 bytes

UDF 1.5 Disc Data Capacity (74 Minute CD)

493 MB for CD-RW

618 MB for CD-R

Performance

Buffer size: 768 kB

Average access time (1/3 stroke): < 325 ms

Data transfer rate (recording):
150 KB/s sustained (1x speed)
300 KB/s sustained (2x speed)

Data transfer rate (reading):
150 KB/s (1x speed)

300 KB/s (2x speed)
up to 900 KB/s (6x speed)

Error rate: < 1 frame/10^{12} bits

Audio distortion: < 0.1%

Discs supported

120 mm and 80 mm CD-R (write-once) media
(any CD-ROM drive can read this media)

120 mm CD-RW (ReWritable) media
(for use only in CD-ReWritable and Multi-Read CD-ROM drives)

Interface

Electrical interface:
ATA-2 / ATAPI_MMC

Loading mechanism: tray

Logical recording format (depending on application used):
ISO 9660
UDF 1.5
CD-DA

Dimensions

(5 1/4-inch form factor)
Height: 41.5 mm (1.63 in.)
Width: 146 mm (5.75 in.)
Depth: 206 mm (8.11 in.) Recommended drive bay depth: 8.5 in.
Weight (net): 1 kg (2.2 lbs.)

Environmental

Temperature
operating: 5° to 35° C
nonoperating: -25° to 55° C

Humidity (no condensation allowed)
operating: 10% to 80% RH
nonoperating: 5% to 95% RH

Shock and Vibration
HP Corporate Environmental Test Class B1

Power requirements
Typical dissipation: 6 W
Maximum dissipation: 9 W

Appendix B:
Customer Support

Who do you need to call for help?

The following table will help direct you to the appropriate customer support service.

Software or Hardware	Customer Support Service	Page
HP CD-Writer Plus	HP Customer Support	page B-2
Direct CD	Adaptec Customer Support	page B-2
Easy-CD Audio	Adaptec Customer Support	page B-8
Jewel Case Designer	Adaptec Customer Support	page B-8
CD Copier	Adaptec Customer Support	page B-8
HP Simple Trax	HP Customer Support	page B-5
Adobe Photo Deluxe	Adobe Customer Support	page B-9
Corel Print House Magic	Corel Customer Support	page B-11
Photo Organizer	Digital NOW! Customer Support	page B-13
Paper Master Live	Documagix Customer Support	page B-14
Norton Antivirus	Symantec Customer Support	page B-17

Before You Call HP

If your own troubleshooting efforts fail, contact Customer Support. Make sure you are at your system and have your drive installed when you call. Phone numbers begin on page B-5. Before you contact them, have the information below ready. For help finding this information, see page B-3. If you receive an error message, write it down before you call.

Information	**For your computer**
CD-Writer Plus drive model	
Drive firmware version	
Drive serial number	
Computer brand and model	
Operating system and version?	Windows 95 or Windows NT 4.0 Version Number: (for NT) Service Pack Number:
Amount of RAM installed	
Other CD-ROM drives? *yes/no* (If *yes*, list them)	
Sound card? *yes/no*	Type:
IDE controller settings	Primary / Secondary / Other IRQ _____ I/O base address _____ Master in use?_____ Slave in use?_____
Other IDE devices in your computer system? *yes/no* (If *yes*, list them)	
IDE adapter board brand/model, if any	

Where to Find This Information

CD-Writer Plus drive model

The CD-Writer Plus drive model number appears on a small sticker on the underneath side of the tray of the CD-Writer Plus drive, as well as on the box. *Example: 7200i (internal) or 7200e (external)*

Drive firmware version

In Windows 95, the drive firmware version and model number (above) appear in the CD-ROM settings. Right-click on the **My Computer** icon, select **Properties**, select the **Device Manager** tab, double-click on **CDROM**. Double-click on the CD-Writer Plus drive, and then click on the **Settings** tab. *Example: Firmware revision 1.00*

In Windows NT, the drive firmware version and model number (above) appears in the CD-ROM settings. Open the Control Panel. Click on **SCSI**. Scroll down the list, double-click on **ATAPI**. Double-click on the **CD-Writer Plus drive**, and then click on the **Settings** tab. *Example: Firmware revision 1.00*

Drive serial number

The CD-Writer Plus drive serial number appears on the main label on the top of the drive. See page 1-5. It also appears on the underside of the CD tray.

Computer brand and model

The computer brand appears on the front of your computer and in the documentation that came with your computer. *Example: Dell Dimension XP-90.*

Operating system and amount of RAM installed

In Windows 95, from the **Start** menu on the task bar, select **Settings/ Control Panel**. Double-click on **System**. Select the **General** tab. Write down the version number and the amount of memory installed; *for example: 4.00.950 and 16 MB RAM.*

In Windows NT (while signed on as Administrator), from the **Start** menu on the task bar, select **Programs/Administrative Tools (Common)/ Windows NT Diagnostics**. Select the **Version** tab and write down the version number and service pack number; *for example: 4.00.1381 and Service Pack 2*. Then select the **Memory** tab and write down the amount

of memory listed under Physical Memory - Total; *for example: 16 MB RAM*.

Other CD-ROM drives

Your computer may have come with an internal CD-ROM or you may have purchased a CD-ROM drive. Check the documentation that came with your computer or CD-ROM drive. *Example: Mitsumi 4x CD-ROM*

Sound board

Your computer may have come with a sound board and speakers or you may have purchased them separately. Check the documentation that came with your computer or sound board. *Example: 16-bit audio card*

IDE controller settings

1. Insert the CD labeled "Software Disc 1" into your CD-ROM drive.
2. Click the **Start** button on the task bar, select **Run**, type D:\ASSIST /S (where D: is your CD-ROM's drive letter) and click on **OK**.
3. Print the results. You will have a list of technical information about each IDE controller in your system and each device attached.

Other IDE devices

Any devices attached to IDE controllers in your computer system, such as a CD-ROM drive, hard drive, tape drive, and so on. *Example: HP Colorado 5GB*

IDE adapter board brand/model

If you are using a paddle board to add another IDE controller to your computer system, check the manual that came with your IDE board. *Example: GSI 2C*

HP Customer Support

If you have questions about the HP Simple Trax software, call the appropriate number listed in this section. If you need help with your CD-Writer Plus drive, your local reseller has the latest information regarding HP products and services and can provide support under HP's comprehensive menu of reseller services. If your reseller is not able to help, you can obtain support from HP directly either through free 24-hours/day interactive electronic services or by telephone (free during warranty).

America Online ..... Keyword: hpstor

CompuServe ..... Go HPSYS

World Wide Web ..... www.hp.com/isgsupport/cdplus

Bulletin board site (8,N,1,F, 1200-28.8K baud)

Europe ..... +31 (0)495 546909

Asia/Pacific

Australia ..... (03) 9890 0276

Korea..... Hitel: (02) 762-0228
Access: Go HPK
Chollian: (02) 220-2001

New Zealand..... (09) 356 6642

Taiwan ..... (02)9233233
First Name: HP
Last Name: BBS

HPFirst Faxback Service

Simply dial the fax number from a touch-tone phone or Group 3 fax machine and follow the voice prompts to select the index of available support and product information documents.

USA and Canada ..... 800-368-9673 or 970-635-1510

Europe

Austria (free line) 0660 8128

Belgium (free line)

- Dutch 0800 11906
- French 0800 17043

Denmark (free line) 800 10453

Finland (free line).....9800 13134

France (free line) 05 905900

Germany (free line) 0130 810 061

Italy (free line) 1678 59020

Netherlands (free line)..... 06 022 2420

Norway (free line) 800 11319

Spain (free line) 900 993123

Sweden (free line).....020 795743

Switzerland (free line)

- French 155 1526
- German 155 1527

United Kingdom (free line) 0800 960271

Other locations in Europe (toll line) .....+31 (0)20 681 5792

Asia/Pacific
- Australia . . . . . (03) 9272 2627
- China . . . . . (8610) -65055280
- Japan . . . . . (3) 3335-8622
- Korea . . . . . (02) 769-0543
- New Zealand . . . . . (09) 356 6642
- Singapore . . . . . (65) 291-7951
- Taiwan . . . . . (02)7195589

E-mail . . . . . SureStore_Support@hp.com

FTP Site . . . . . ftp.hp.com
- **Login:** . . . . . anonymous
- **Password:** . . . . . (Your email address)
- **Directory:** . . . . /pub/information_storage/surestore/cd-writer_plus

Telephone

USA and Canada (M-F, 6am-6pm Mountain time)
- Literature and dealer referral 970-635-1500
- Canada (for French-speaking customers) pour assistance en français 800-387-3867

During warranty period
- Technical support 970-635-1500

After warranty period (charges begin only when you connect to a Support Technician, prices are subject to change without notice)
- Technical Support . . . . . 800-810-0130 (Per incident fee of $25 US dollars charged to Visa, MasterCard or American Express)
- U.S. only Technical Support . . . . . 900-555-1800 ($2.50 per minute/maximum of $25. You must be 18 years of age or have parental permission to call 900 numbers.)

Europe (M-F, 8:30-18:00 Central European Time)

Use these Technical Support numbers during and after your warranty period. No charge for Technical Support during warranty period. Per incident charge after warranty period.
- Austria 06 60 63 86
- Belgium
  - Dutch 02 626 88 06
  - French 02 626 88 07
- Denmark 39 29 40 99
- Finland 02 03 47 288
- France 04 50 43 98 53
- Germany 0180 52 58 143
- Ireland 01 662 55 25
- Italy 02 2 641 0350
- Netherlands 020 606 87 51
- Norway 22 11 62 99
- Portugal 01 44 17 199
- Spain 90 23 21 123
- Sweden 08 61 92 170
- Switzerland (French, Italian, and German) 08 48 80 11 11
- United Kingdom 0171 512 52 02
- English language support from other countries . +44 171 512 52 02

Asia/Pacific

Australia (M-F 7am-7pm, Eastern Standard Time). . . (03) 9272 8000
China (M-F 8:30-17:30) . . . . . (8610)-62625666
extensions 5602 through 5609, 5611 and 5612
(8610)-62614174
(8610)-62624175
(8610)-62614176
Korea (M-F, 8:30-19:00) . . (02) 3270-0700 / 080-999-0700 (toll free)
New Zealand (M-F, 9am to 9pm Auckland Time) . . . . (09) 356 6640
Singapore (M-F, 9:00-17:00) . . . . . (65) 271-7233
Taiwan (M-F, 8:30-17:30) . . . . . (02) 717-9609

FAX

USA. 970-667-0997
Asia/Pacific
Australia . . . . . (03) 9272 4099
Korea. . . . . (02) 3270-0707
New Zealand. . . . . .(+61 3) 9272 4099
Singapore . . . . . (65) 278-9225
Taiwan . . . . . (02)5140276

Adaptec Customer Support

Electronic Support

Technical information, including product literature, answers to commonly asked questions, information on software upgrades and other topics is available electronically through the following:

World Wide Web ..... www.adaptec.com

On the Internet, you can send CD-ROM, CD-R, and CD publishing-specific messages to support@adaptec.com. Include "CD-R SW" in the subject.

The Adaptec Software Products Group can also be found on several CD-ROM, CD-R, and CD publishing newsgroups and lists on the Internet.

Interactive Fax System 303-684-3400

Interactive Voice Response System 1-800-959-7274

Technical and Product Support

To speak with an Adaptec product support representative, call:

In the U.S. 1-408-934-7283

In Europe 32-2-352-3490

Adobe PhotoDeluxe Technical Support

U.S. and Canada

Adobe's CustomerFirst program offers the following Technical Support options:

- A technical support database on the World Wide Web providing PhotoDeluxe technical notes: http://www.adobe.com/supportservice/custsupport/
- Adobe FaxYI, a free fax-on-demand system that can fax any of more than 1,000 technical and customer service documents on PhotoDeluxe. In North America, call 206-628-5737 from a touch-tone phone and follow the recorded instructions. The index of PhotoDeluxe issues, the document is 360099.
- Technical documents from Adobe by e-mail. All documents available through Adobe FaxYI are also available through e-mail. To receive an index of documents for PhotoDeluxe issues, send e-mail to techdocs@adobe.com and type 360099 in the subject line.
- The Adobe Forum for America Online© or CompuServe®. Correspond with PhotoDeluxe experts to get answers to commonly asked questions. On America Online, type the keyword Adobe and enter the Adobe PhotoDeluxe message board. On CompuServe, type GO ADOBEAPP and enter the PhotoDeluxe Forum. Forums and availability may vary by country.
- The Internet button in PhotoDeluxe. Click on the button to access PhotoDeluxe tips, techniques, and other resources over the Web.

Additionally, you can choose from a variety of support options in North America and Canada through the Adobe CustomerFirst® program, including single-incident call support, 900 number access, and even yearly support contracts. For information on the Adobe CustomerFirst program, call 800-685-3652 between 6 A.M. and 5 P.M., Pacific Standard Time, Monday through Friday.

Outside North America or Canada, terms may vary. Contact your local subsidiary or distributor for details. For the phone number of your local subsidiary, visit our Web site at this address: http://www.adobe.com/supportservice/intlsupport.html

CUSTOMER SERVICE

Disk replacements or User's Manuals can only be provided from the manufacturer that included the PhotoDeluxe program with your new hardware device.

European Support

Email . . . . . techdocs@adobe.com
Fax(Call BackByFax Service to documents) . . . . . +44 131 458 3022
Internet . . . . . http://www.adobe.com
BBS . . . . . +44 131 458 4666
Modem settings: Up to 14,400 baud; Data Bits: 8 Stop Bits; 1 Parity: None.
Leave the username and password blank on first call.
Telephone (UK only, £1.50 per minute) 0897 161 345

Corel Print House Magic Service & Support

Corel is committed to providing customers with high-quality, timely technical support. This section describes the range of support services available.
Note: The terms of Corel's technical support offerings are subject to change without notice.

Technical Support Services

Classic technical support services
Technical support is available for 30 days from the day you place your first call to technical support at **613-728-6891** (North America Only). There will be no support fees charged for this initial 30 day period other than applicable long distance telephone toll charges. Corel representatives are available to respond to calls from Monday to Friday, 8:30 a.m. to 7:30 p.m., Eastern Standard Time.

During and after your classic support period, you can also use other basic services. Descriptions of other services are available from Corel's home page on the World Wide Web at **HTTP://WWW.COREL.COM**. For details on the support options available after your classic support service expires, please contact Corel Technical Support at **(613) 728-6891** (Please note: Long distance toll charges will apply).

Worldwide Technical Support

Corel customers residing outside North America can contact Corel Technical Support representatives in Dublin, Ireland, or a local Authorized Support Partner. Technical support outside North America is available to you at the following locations. If your country is not listed below, please check the Services and Support section on our World Wide Web site at: **WWW.COREL.COM**. You may also dial (353)-1-7082500 for information on reaching Technical Support.

Priority Technical Support services

To request an up-to-date listing of Corel's Authorized Support Partners worldwide, and a copy of Corel's Priority Technical Support Policy, contact Corel Technical Support at **(353)-1-7082500**.

Access numbers for Corel Print House Magic Technical Support

Latin America

Argentina . . . . . (0541) 954-6500
Brazil. 011 5505 4725
Chile. 562 671-3060
Columbia 57-1-2150411
Mexico 01-800-024-2673

Middle East

Dubai 971.4.523.526
Isreal 02-6793-723

Eastern Europe

Czech Republic. 420-2-312-3871
Poland . . . . . (0048)-(71)-728-141 ext. 289

Europe

Austria . . . . . (01)-589-241-30
Belgium-French . . . . . (02) 714-41-30
Belgium-Dutch . . . . . (02) 714-41-31
Denmark. 35-25-80-30
Finland . . . . . (90)-229-060-30
France. . . . . (1)-40-92-76-20
Germany 01805-2582-11
Hungary . . . . . +36-1-3275737
Ireland . . . . . .(01)-7082600
Italy 02-452-812-30
Netherlands 020-581-4426
Norway. 22-97-19-30
Poland . . . . . (0048)-(71)-728-141 ext. 289
Portugal . . . . . +353-1-708-2333
Russia . . . . . (095) 361-2000
Spain. 91-661-3627
Sweden 0680-711-751
Switzerland-French 0848-80-85-90
Switzerland-German 0848-80-85-90
United Kingdom . . . . . 0171 - 298 85 16

Asia Pacific

Australia 02-9898-6860
Hong Kong 8100-3729
India 91 11 3351948
Indonesia 001-800-65-7266
Japan 03-5645-8379
Malaysia 1-800-800-1090
New Zealand. 09 526 1155
Singapore 1-800-773-1400
South Korea 82-2-639-8778
Taiwan . . . . . (886) 2-593-3693

Africa

South Africa 021-658-4222

Please note: The terms of Corel's technical support offerings are subject to change without notice.

Photo Organizer Customer Support

Call the appropriate number listed in this section if you have questions about the Photo Organizer software.

US 301 419 0000

Canada . . . . . 1 (905) 475 2777 , ext264

Latin America & Asia pacific
Telephone. 415 635 6639
Online. . . . . www.broder.com/support/support.html

Europe (except Holland) 001 329 365 9980

Holland 011 358 9 348 40 311

PaperMaster Technical Support

United States and Canada

DocuMagix, Inc.
2880 Zanker Road
Suite 204
San Jose, CA 95134

USA
Support 1-408-434-1001
Sales 1-800-362-8624
Fax 1-408-434-0915

United Kingdom
Esselte MSD
PaperMaster
Norman Park
Bar Hill
Cambridge CB3 8SS
UNITED KINGDOM
Telephone. . . . . +44 (0) 1954 78 90 37
Fax . . . . . +44 (0) 1954 78 27 57

Australia
Indigo Pacific Pty Ltd.
PaperMaster
Level 16, 275 Alfred Street
North Sydney NSW 2060
AUSTRALIA
Telephone. . . . . +61-2-9955 8000
Fax . . . . . +61-2-9955 8511

Austria/Switzerland
Karl Bene & Co
PaperMaster
Industriestrasse 346
A-2822 Erlach a.d. Pitten
Telephone. . . . . +43(0)2627 400 000
Fax . . . . . +43(0)2627 400 138

Belgium
Esselte N.V.
PaperMaster
Industriepark-Noord 30
PO Box 85
B-9100 St Niklaas
Telephone. . . . . +32(0)3 760 3311
Fax . . . . . +32(0)3 766 0612

Denmark
Esselte A/S
PaperMaster
Nordre Fasanvej 117-119
DK-2000 Frederiksberg
Telephone..... +45 38 16 7800
Fax .....+45 38 16 7935

Eastern Europe/Middle East/Africa/Greece/Cyprus/Turkey
Esselte UK Ltd. (Export Div)
PaperMaster
Kingsnorth Industrial Est
Wotton Road
Ashford, Kent TN23 6FL
England
Support.....+44(0) 1233 62 44 21)
Sales ..... +44(0) 1233 61 30 00
Fax ..... +44(0) 1233 64 69 03

Finland
Esselte OY
PaperMaster
Kutomotie 2
Fin-00380 Helsinki
Telephon .....+358(0) 9 565 3355
Fax .....+358(0) 9 565 0261

France/Switzerland
Esselte SA
PaperMaster
192, rue Championnet
F-75018 Paris, FRANCE
Telephone..... +33(0)14 485 1700
Fax ..... +33(0)14 229 8944

Germany
Esselte Deutschland GmbH
PaperMaster
Anderter Str. 99 d
D-60559 Hannover

GERMANY
Telephone.....+49(0)511 95 95 000
Fax .....+49(0)511 95 95 302

Italy/Switzerland
Esselte SpA
PaperMaster
Centro Direzionale Lombardo
Via Roma 108
I-20060 Cassina de Pecchi
Milan, ITALY
Telephone. . . . . +39 2 95 300 991
Fax . . . . . +39 2 95 300 300

Netherlands
Esselte B.V.
PaperMaster
Apmereweg 17
NL-3440 AE Woerden
Tel. . . . . +31(0)348 41 50 84
Fax . . . . . +31(0)348 42 12 03

Norway
Esselte AS
PaperMaster
Postboks 62 Okern
N-0508 Oslo
Telephone. . . . . +47 22 88 55 00
Fax . . . . . +47 22 65 07 00

Poland
Esselte Polska Sp. Z.o.o.
PaperMaster
ul Okrezna 95
Pl-02-933 Warsaw
Telephone. . . . . +48(0)22 651 6021
Fax . . . . . +48(0)22 651 6021

Spain/Portugal
Esselte
PaperMaster
Tomas Redondo s/n
Edificio Luarca
E-28033 Madrid, SPAIN
Telephone. . . . . +39(9) 3 415 0333
Fax . . . . . +34(9) 1 381 5120

Sweden
Esselte Sverige AB
PaperMaster
Sundybergsvagen
Box 1377
S171 27 Solna
Telephone. . . . . +46(0) 8 705 15 00
Fax . . . . . +46(0) 8 705 15 55

Symantec Service and Support Solutions

Symantec is committed to excellent service worldwide. Our goal is to provide you with professional assistance in the use of our software and services, wherever you are located.

Technical Support and Customer Service solutions vary by country. If you have questions about the services described below, please refer to the section "Worldwide Service and Support" at the end of this section.

Virus definitions update disk

If you don't have a modem to obtain virus definitions files using the Internet, Compuserve, America Online, or the Symantec BBS, you can order regular updates from Symantec to arrive by mail. This service requires a fee.

To order, do one of the following:

- In the United States, call (800) 441-7234.
- Outside the United States, contact your local Symantec office or representative.

Technical support

Symantec offers an array of technical support options designed for your individual needs to help you get the most out of your software investment.

World Wide Web

The Symantec World Wide Web site (http://service.symantec.com) is the doorway to a set of online technical support solutions where you will find the following services:

- Interactive problem solver: Symantec's online interactive problem solver (known as the Support Genie) helps you solve problems and answer questions about many Symantec products.
- Product knowledgebases: Product knowledgebases enable you to search thousands of documents used by Symantec Support Technicians to answer customer questions.

- FAQs: Frequently Asked Questions documents, also known as FAQs, list commonly asked questions and clear answers for specific products.
- Discussion groups: Discussion groups provide a forum where you can ask questions and receive answers from Symantec online support technicians.
- FTP: Point your Web browser to http://service.symantec.com to search for and download technical notes and software updates. You can also click the LiveUpdate button in programs enabled with this feature to automatically download and install software updates and virus definitions.

Other Symantec support options include the following:

America Online	Type Keyword: SYMANTEC to access the Symantec forum.
CompuServe	Type GO SYMANTEC to access the Symantec forum.
Symantec BBS	Set your modem to 8 data bits, 1 stop bit, no parity and dial (541) 484-6669.
Automated fax retrieval system	To receive general product information, fact sheets and product upgrade order forms directly to your fax machine, please call our Customer Service fax retrieval system at (800) 554-4403 or (541) 984-2490.
	For technical application notes, please call our Technical Support fax retrieval system at (541) 984-2490 and select option 2.
StandardCare Support	If you can't access the Internet, take advantage of your 90 days of free telephone technical support (from the date of your first call) at no charge to all registered users of Symantec software. Call (541) 465 8420.
PriorityCare and PlatinumCare Support	Expanded telephone support services available to all registered customers. For complete information, please call our automated fax retrieval service, located in the United States, at (800) 554-4403 or (541) 984-2490, and request document 070, or visit our website: www.symantec.com/techsupp/telesupp.html

Support for old and discontinued versions

When a new version of this software is released, registered users will receive upgrade information in the mail. Telephone support will be provided for the previous version for six months after the release of the new version. Technical information may still be available through online support.

When Symantec announces that a product will no longer be marketed or sold, telephone support will be discontinued 60 days later. Support will only be available for discontinued products through online services. See the section "Technical support" for online service options.

Customer Service

Symantec's Customer Service department can assist you with non-technical questions. Call Customer Service to:

- Order an upgrade.
- Subscribe to the Symantec Support Solution of your choice.
- Fulfill your request for product literature or demonstration disks.
- Find out about dealers and consultants in your area.
- Replace missing or defective CDs, disks, manuals, etc.
- Update your product registration with address or name changes.

You can also visit Customer Service online at at our website www.symantec.com/custserv for the latest Customer Service FAQs, to find out the status of your order or return, or to post a query to a Customer Service discussion group.

Worldwide Service and Support

Symantec provides Technical Support and Customer Service worldwide. Services vary by country and include International Partners who represent Symantec in regions without a Symantec office. For general information, please contact the Symantec Service and Support Office for your region.

■ NORTH AMERICA

Symantec Corporation 175 W. Broadway Eugene, OR, 97401	(800) 441-7234 (USA & Canada) (541) 334-6054 (all other locations) Fax: (541) 984-8020
Automated Fax Retrieval	(800) 554-4403 (541) 984-2490

■ BRAZIL

Symantec Brazil Av. Juruce, 302 - cj 11 São Paulo - SP 04080 011 Brazil	+55 (11) 5561 0284 Fax: +55 (11) 5530 8869

■ EUROPE

Symantec Europe Ltd. Kanaalpark 145 2321 JV Leiden The Netherlands	+31 (71) 535 3111 Fax: +31 (71) 535 3150
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■ ASIA/PACIFIC RIM

Symantec Australia Pty. Ltd. 408 Victoria Road Gladesville, NSW 2111 Australia	+61 (2) 9850 1000 Fax: +61 (2) 9850 1001
Automated Fax Retrieval	+61 (2) 9817 4550

Most International Partners provide Customer Service and Technical Support for Symantec products in your local language. For more information on other Symantec and International Partner locations, please call our Technical Support automated fax retrieval service, in the United States at +1 (541) 984-2490, choose Option 2, and request document 1400.

Every effort has been made to ensure the accuracy of this information. However, the information contained herein is subject to change without notice. Symantec Corporation reserves the right for such change without prior notice.

Returning a Drive

All other countries except USA. If your Hewlett-Packard product requires repair or replacement, call the HPCustomer Support at the phone number listed in ”Appendix B: Customer Support” to receive instructions.

In the USA. If your Hewlett-Packard product requires repair or replacement, follow these instructions:

Call the number listed in Appendix B: Customer Support, B-5. Make sure you are at your system and have your drive installed when you call. Customer Support will help you determine if your drive is defective. Provide the product type, serial number, and date of purchase. You will be given a return authorization number. Keep the return authorization (RA) number for future reference.

Securely repackage the product to prevent shipping damage (use the original packaging, if possible) and mark the return authorization number on the box.

All product returns must have an accompanying return authorization number. To ensure timely and accurate processing of your return, the number must be clearly printed on the outside of the box.

Use the appropriate address for your location. A traceable shipping method is recommended. The postage, shipping, and insurance charges incurred in shipping to Hewlett-Packard will be paid by Purchaser and all risk for the product shall remain with Purchaser until such time as Hewlett-Packard takes receipt of the product.

Once your product is received at Hewlett-Packard, we will ship the replacement product. Hewlett-Packard will pay shipping charges to the Purchaser for replacement product covered under warranty.

If the product is still under warranty, there is no charge for the replacement. If the product is not covered under warranty, an exchange cost will be quoted when the return authorization number is issued.

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